

This meeting is a worksession for Council/Trustee discussion only.  
There is no opportunity for public comments at worksession.

RECEIVED

PUBLIC NOTICE OF THE MEETING OF THE  
**OWASSO CITY COUNCIL, OPWA & OPGA**

MAY 06 2016 *lw*

City Clerk's Office

Council Chambers, Old Central Building  
109 N Birch, Owasso, OK 74055  
Regular Meeting  
Tuesday, May 10, 2016 - 6:00 pm

1. **Call to Order**  
Mayor/Chair Lyndell Dunn
2. **Discussion relating to the Festival Marketplace Concept Plan and GH2 Architects, LLC of Tulsa, Oklahoma will present concept plan**  
Larry Langford
3. **Consideration and appropriate action relating to a request for an executive session for the purpose of discussing personnel matters relating to the City Manager as provided for in Title 25, O.S. Section § 307(B)(1)**

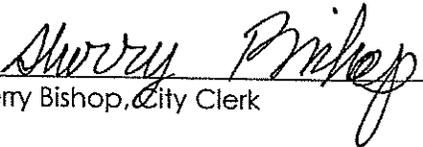
The City Council will meet in executive session with Greenwood Performance to discuss the annual evaluation of the City Manager.

4. **Discussion relating to Community Development items**  
Bronce Stephenson
  - A. OA-16-03 Annexation Request – 7347 N 115<sup>th</sup> E Ave
  - B. OA-16-04 Annexation Request – 7400 N Mingo Valley Expressway
  - C. SUP 16-01 – Charity Auto Sales – 11595 E 116<sup>th</sup> St N
5. **Discussion relating to Change Order No. 5 – 106<sup>th</sup> & Garnett Rd Intersection Improvements Project**  
Dwayne Henderson
6. **Discussion relating to Public Hearing and zoning approval process**  
Julie Lombardi
7. **Discussion relating to Council Orientation & Review**  
Julie Lombardi
8. **Discussion relating to Board & Committee Appointments**  
Julie Stevens
9. **Discussion relating to City Manager items**  
Warren Lehr
  - Resolution – Sales Tax Watchdog Committee oversight of Vision Sales Tax
  - Ordinance – Amending Use Tax language
  - Utility rate increases
  - FY 2017 Budget presentation
  - Monthly sales tax report
  - City Manager report

**10. City Council/Trustee comments and inquiries**

**11. Adjournment**

Notice of Public Meeting filed in the office of the City Clerk and the Agenda posted at City Hall bulletin board at 6:00 pm on Friday, May 6, 2016.

  
\_\_\_\_\_  
Shery Bishop, City Clerk



**TO:** The Honorable Mayor and City Council  
City of Owasso

**FROM:** Bronce L. Stephenson, MPA  
Director of Community Development

**SUBJECT:** Annexation (OA 16-03)

**DATE:** May 6, 2016

**BACKGROUND:**

The City of Owasso received an application for review and approval of an annexation request for property located at 7347 N 115<sup>th</sup> E Ave. The property is approximately 2.8 acres in size.

**SURROUNDING ZONING:**

Direction	Zoning	Use	Land Use Plan	Jurisdiction
North	IL (Industrial)	Undeveloped	Industrial/Commercial	Tulsa County
South	IL (Industrial)	Undeveloped	Industrial	Tulsa County
East	RE (Residential Estate)	Residential	Residential	Tulsa County
West	AG (Agriculture)	Highway (US-169)	AG	City of Owasso

**SUBJECT PROPERTY/PROJECT DATA:**

<b>Property Size</b>	2.8 acres
<b>Current Zoning</b>	IL (Industrial Light)
<b>Proposed Use</b>	N/A
<b>Lots/Blocks</b>	N/A
<b>Number of Reserve Areas</b>	N/A
<b>Within PUD?</b>	N/A
<b>Within Overlay District?</b>	No
<b>Water Provider/District</b>	Rogers Water District
<b>Applicable Paybacks</b>	City of Owasso Storm Siren Fee \$35/acre
<b>Streets (public or private)</b>	Private

**ANALYSIS:**

The applicant for this annexation is requesting this property be annexed into the City of Owasso corporate limits. According to the Tulsa County Zoning Map, the property is currently zoned IL (Industrial Light). The applicant has requested that the current Tulsa County Zoning of IL

(Industrial Light) remain on the property upon annexation. There is a small strip of land zoned RE (Residential Estate), which shall remain as currently zoned. This Industrial zoning designation is supported in the City of Owasso's Land Use Master Plan as this area is called out for industrial uses.

There have been concerns expressed from neighbors to the east of the property when legal notices were mailed to property owners within the designated 300' radius. These concerns with the development have been recorded by staff and will be addressed at the appropriate time of the development stage. The specific concerns are in relation to issues of flood management, access, buffering, fencing, noise and property values. At this time, this request from the applicant is only for the proposed annexation into the City of Owasso jurisdiction and whether the city can adequately service the property with life safety, utilities, and public streets.

Upon annexation the property will be subject to all development standards, codes and ordinances of the City of Owasso, including, but not limited to paved streets, storm water detention, sidewalks, life safety, and landscaping.

**COMPREHENSIVE PLAN CONSISTENCY:**

The GrOwasso 2030 Land Use Master Plan identifies the subject property as having a future land use for industrial development. The proposed industrial use conforms to the land use plan.

**ANNEXATION COMMITTEE:**

This item was reviewed by the Owasso Annexation Committee on April 27, 2016. The committee determined that the property could be served with utilities and emergency services and recommended approval of the annexation.

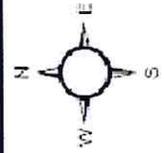
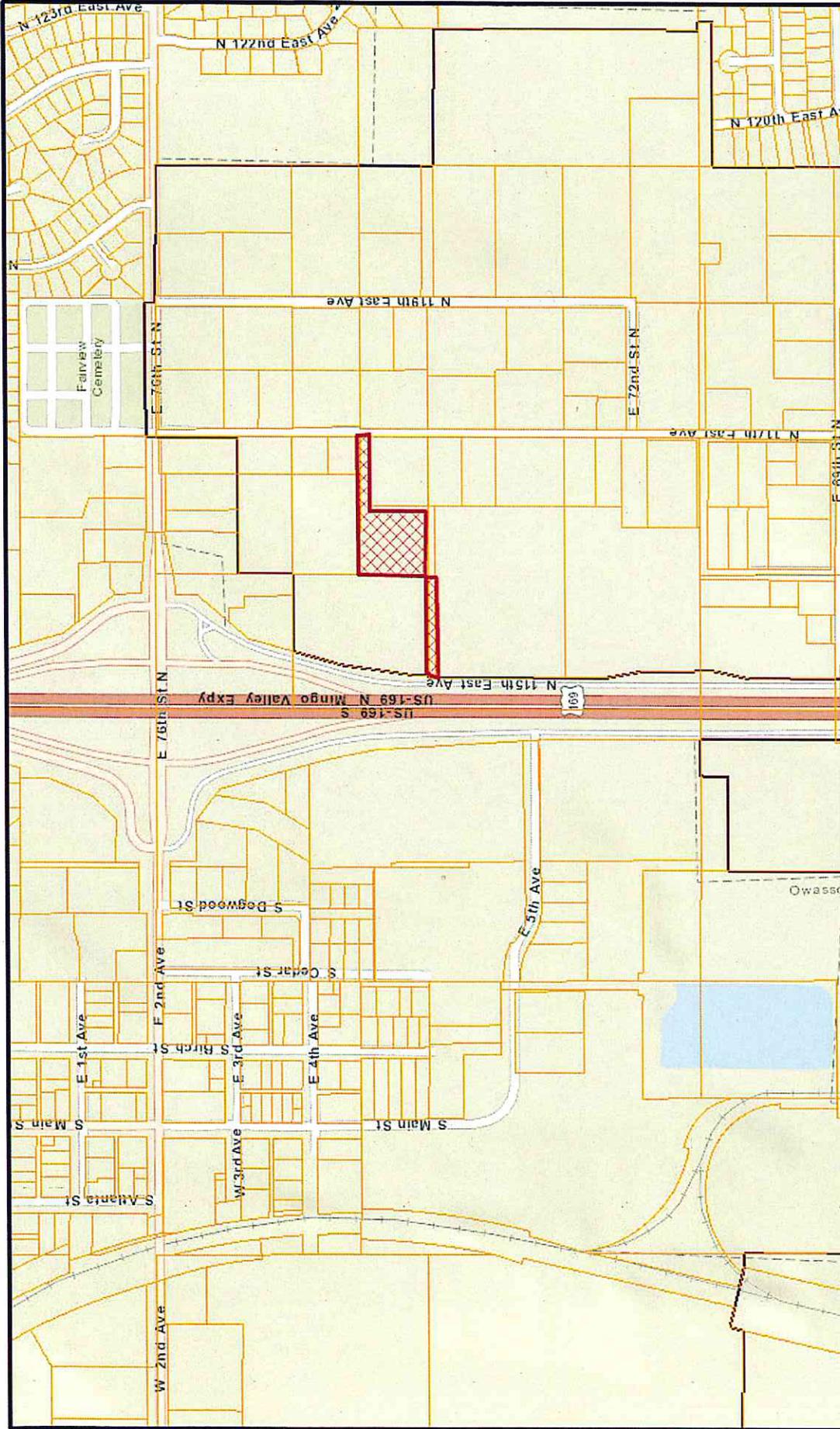
**PLANNING COMMISSION:**

This item will be heard by the Owasso Planning Commission at their meeting on May 9, 2016.

**ATTACHMENTS:**

- Area Map
- Aerial Map
- INCOG Map
- Letters of Concern from Neighboring Property Owners

OA 16-03



04/22/2016

Annexation  
Request

1" = 752 ft

This map represents a visual display of related geographic information. Data provided hereon is not a guarantee of actual field conditions. To be sure of complete accuracy, please contact Owsosso staff for the most up-to-date information.

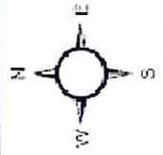
OA 16-03



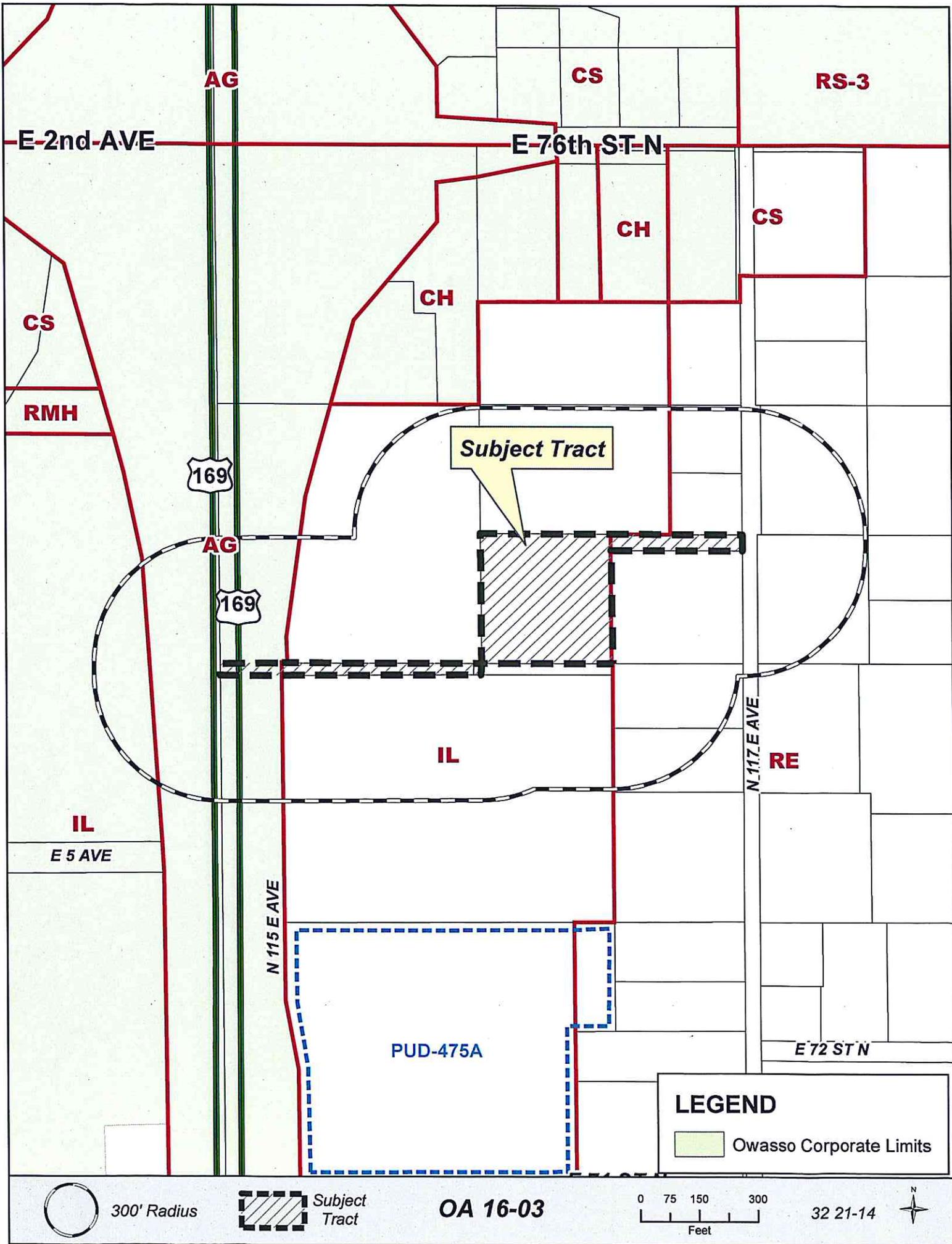
1" = 752 ft

Annexation  
Request

04/22/2016



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Subject Tract

**LEGEND**

 Owasso Corporate Limits

 300' Radius

 Subject Tract

OA 16-03

0 75 150 300  
Feet

32 21-14



DATE: May 4, 2016

TO: Bronce L. Stephenson  
Director of Community Development  
City of Owasso, OK

FROM: Neighbors on 117<sup>th</sup> East Avenue  
And East 69<sup>th</sup> Street

SUBJECT: OA-16-02 and O3

Please place the attached memo in the Planning Commission packets for the Planning Commission meeting scheduled for May 10, 2016.

Thank you,

Joyce Snider

DATE: May 2, 2016

TO: Planning Commission Members  
Bronce L. Stephenson  
Director of City Development  
City of Owasso, OK 74055

FROM: Concerned Neighbors

SUBJECT: Proposed annexation of parcels between 117<sup>th</sup> East Avenue and frontage road of Highway 169  
0A-16-02 and OA-16-03

We, neighbors in the area of 117<sup>th</sup> East Avenue and East 69<sup>th</sup> Street, have a number of concerns regarding the proposed annexation of three parcels located between our street and the frontage road. While most of us may not be opposed in general to the proposed annexations, the insertion of Light Industrial zoning in a residential area in and of itself can be extremely intrusive, bringing truck traffic, noise and pollution as it often does, materially interfering with a peaceful residential area. (The buffer will be flexible up to a point and we can only hope it will be the maximum possible.)

Property owners David Ream and Flo Sharpe, who are the most affected by the proposed annexations because their homes are the closest, were given no notice prior to setting a public hearing, making it impossible for them provide feedback early in the process. **The crux of the matter at this point is that this annexation sets the parameters for approval of every application that follows on the annexed area!!!** Now is the time to decide whether you want to allow the original County zoning of Light Industrial to stand as LI, not with later other application. One very real detriment to the two extremely close neighbors is the lower value of the surrounding property.

Mr. Ream's main concern is the possible use of the strip of property north of and contiguous to his property for access to the three parcels under consideration for annexation. Especially when there are two access points to the parcels from the adjacent frontage road.

In addition, it would be costly to construct an access from 117<sup>th</sup> East Avenue. It would be necessary to remove and relocate the existing utility pole, remove the existing brick wall, remove two large trees, remove the septic system, relocate gas and water lines and build two privacy fences to hide the access road from the view of it from the two neighbors. With all that, it would still be an eyesore, detracting from the residential ambiance.

Mrs. Sharpe's concern is that such an access road would be about 30 feet from her house, with the attendant noise and pollution it could bring into her home if used commercially. (The neighbors on the street still remember the big trucks that used to barrel through their neighborhood.)

The communication from the developer so far is through Tanner Consulting, who can only listen, convey information and make recommendations to the property owners. That could prove to work to the disadvantage of the residential area.

We hope the City officers and Staff will take this communication seriously and will continue to protect this residential area. Those of us who have communicated with Mr. Stephenson have been treated with respect and provided with an overview of the situation and what it means for us.

Thank you for your consideration

20 April 2-16

To: The Owasso Planning Commission,  
The Owasso City Council  
The Community Development Director, Bronce Stephenson

We own 7219 N. 117th East Ave. and 11618 E 69 St N.  
We have concerns about the proposed development of the property referred to as  
OA-16-03 & 04

Concerns:

We are concerned about additional traffic in our neighborhood and the deterioration of our roads due to encroachment of a development into our neighborhood with access on to N. 117th E. Ave.

We are concerned about the value of our property dropping if something undesirable is developed on this property.

We are concerned about the noise from the development of this property.

We have had problems in the past such as trucks doing business with Hammco/Harsco blocking N. 115th E. Ave. as well as E 69th St N.

We have had problems with semis knocking down mail boxes and ruining the street when Water Products used to come from this same property on to N 117th E Ave.

We have had so much traffic on N 117th E Ave in times past that children couldn't ride their bikes and people couldn't walk the street from Water Products traffic to and from their property on to N 117th E Ave as well as due to Hammco/Harsco and Fleenor/ garage apartment.

Solutions:

1) We would like a buffer zone between this new development and the residential properties it backs up against consisting of:

A buffer of fifty feet

An eight foot high privacy fence.

We would like trees in the buffer zone. The trees need to be maintained and taller than the privacy fence, not tiny seedlings.

We want all lighting positioned so that it doesn't cause light pollution in the residential properties.

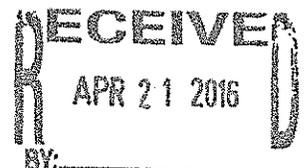
Lighting for safety is acceptable, but not shining into residences.

2) We want **NO ACCESS nor ENCROACHMENT** by this development on to N 117th E Ave.

Wayne Gaylord

Jan Gaylord

Wayne and Jan Gaylord  
7219 N 117th E Ave  
11618 E 69 St N  
Owasso



4/20/2016

TO: The Owasso Planning Commission  
The Owasso City Council  
The Community Development Director, Bronce Stephenson

I own the property at 7418 N 117<sup>th</sup> E Ave, in Owasso Ok and have concerns related to the proposed development of the property referred to as OA-16-03 & 04. Along with my concerns are solutions that I feel are reasonable.

- 1.) Increase of additional traffic in our neighborhood and the deterioration of our roads due to encroachment of a development into our neighborhood with access on to 117<sup>th</sup> E Ave.
  - A.) We have experienced mailboxes being knocked down when "Water Products" accessed their facility in the same area.
  - B.) We have children that play in the area and adults that like to get their daily walk in on the road. Neither of these will be possible with increased traffic.
  - C.) No access to proposed sections of property during or after completion of construction to be allowed off of 117<sup>th</sup> E Ave.
- 2.) Noise during the development of this property and once the development is completed.
  - A.) Buffer installation such as privacy fence and "MATURE" trees that are at least equal to the height of a privacy fence. Both of which shall be maintained by the property owner/city.
  - B.) Lighting of property referenced as OA-16-03 & 04 during and after development must not shine into the neighborhood houses behind/beside said property.
- 3.) Since my property adjoins both sections of land in question, I am very concerned about my property value declining once development is completed.

Florence Sharpe

*Florence & Sharpe*

7418 N 117<sup>th</sup> E Ave

Owasso, Ok.

RECEIVED  
R APR 21 2016  
BY: \_\_\_\_\_



**TO:** The Honorable Mayor and City Council  
 City of Owasso  
  
**FROM:** Bronce L. Stephenson, MPA  
 Director of Community Development  
  
**SUBJECT:** Annexation (OA 16-04)  
  
**DATE:** May 6, 2016

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**BACKGROUND:**

The City of Owasso received an application for review and approval of an annexation request for property located at 7400 N Mingo Valley Expressway. The property is approximately 13 acres in size.

**SURROUNDING ZONING:**

Direction	Zoning	Use	Land Use Plan	Jurisdiction
North	CH (Commercial – Heavy)	Commercial	Commercial	City of Owasso
South	IL (Industrial)	Undeveloped	Industrial	Tulsa County
East	RE (Residential Estate)	Residential	Residential	Tulsa County
West	AG (Agriculture)	Highway(US-169)	AG	City of Owasso

**SUBJECT PROPERTY/PROJECT DATA:**

Property Size	13 acres
Current Zoning	IL (Industrial Light)
Proposed Use	N/A
Lots/Blocks	N/A
Number of Reserve Areas	N/A
Within PUD?	N/A
Within Overlay District?	No
Water Provider/District	Rogers Water District
Applicable Paybacks	City of Owasso Storm Siren Fee \$35/acre
Streets (public or private)	Public

**ANALYSIS:**

The applicant for this annexation is requesting this property be annexed into the City of Owasso corporate limits. According to the Tulsa County Zoning Map, the property is currently zoned IL (Industrial). The applicant has requested that the current Tulsa County Zoning of IL (Industrial Light) remain on the property upon annexation. This industrial zoning designation is supported in the City of Owasso's Land Use Master Plan as this area is called out for industrial uses.

There have been concerns expressed from neighbors to the east of the property when legal notices were mailed to property owners within the designated 300' radius. These concerns with the development have been recorded by staff and will be addressed at the appropriate time of the development stage. The specific concerns are in relation to issues of flood management, access, buffering, fencing, noise and property values. At this time, this request from the applicant is only for the proposed annexation into the City of Owasso jurisdiction and whether the city can adequately serve the property with life safety, utilities, and public streets.

Upon annexation the property will be subject to all development standards, codes and ordinances of the City of Owasso, including, but not limited to paved streets, storm water detention, sidewalks, life safety, and landscaping.

**COMPREHENSIVE PLAN CONSISTENCY:**

The GrOwasso 2030 Land Use Master Plan identifies the subject property as having a future land use for industrial development. The proposed industrial use conforms to the land use plan.

**ANNEXATION COMMITTEE:**

This item was reviewed by the Owasso Annexation Committee on April 27, 2016. The committee determined that the property could be served with utilities and emergency services and recommended approval of the annexation.

**PLANNING COMMISSION:**

This item will be heard by the Owasso Planning Commission at their meeting on May 9, 2016.

**ATTACHMENTS:**

Area Map  
Aerial Map  
INCOG Map  
Neighbor Concern Letters

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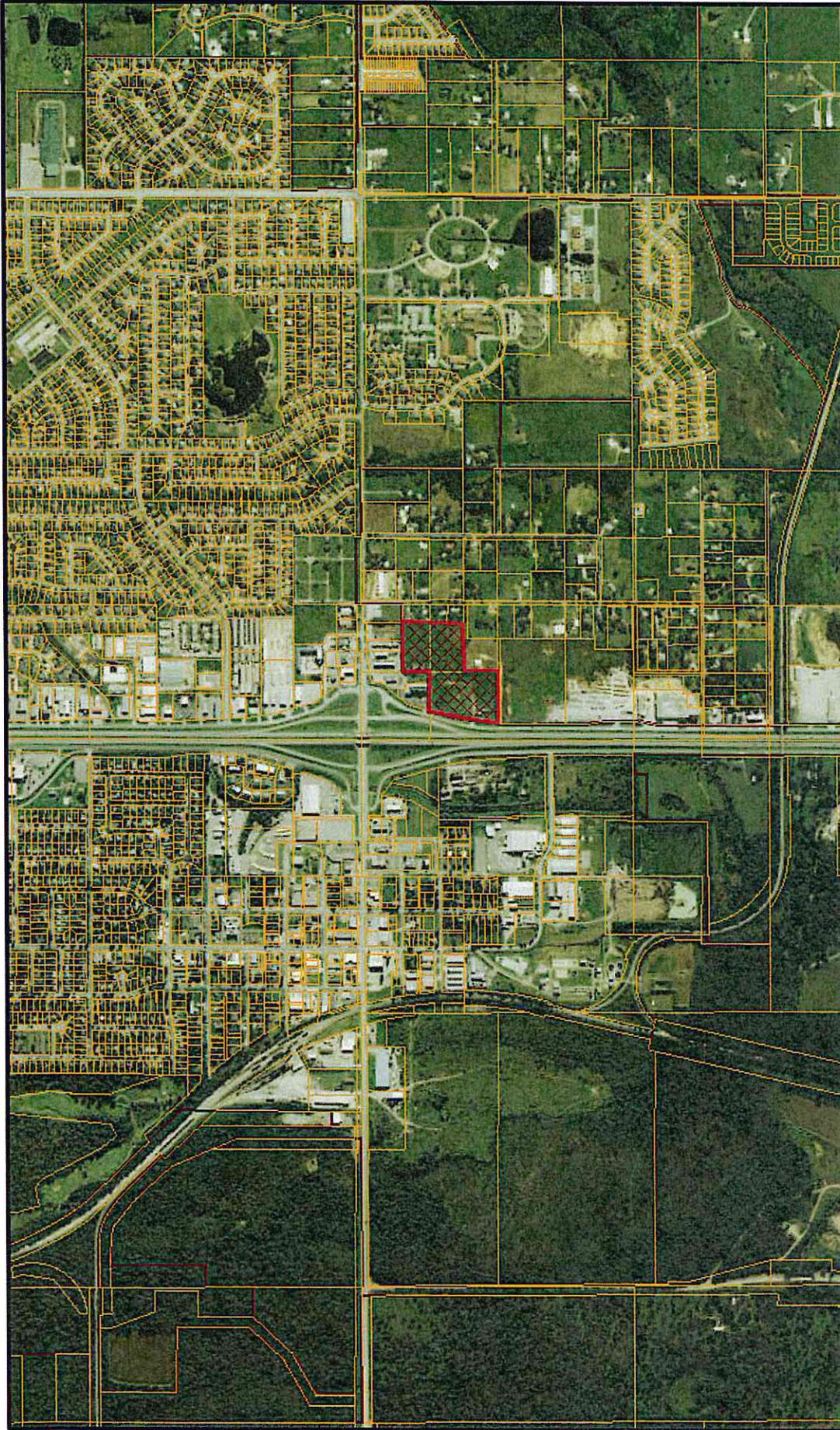
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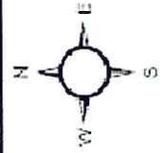
OA 16-04



1" = 1,505 ft

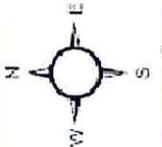
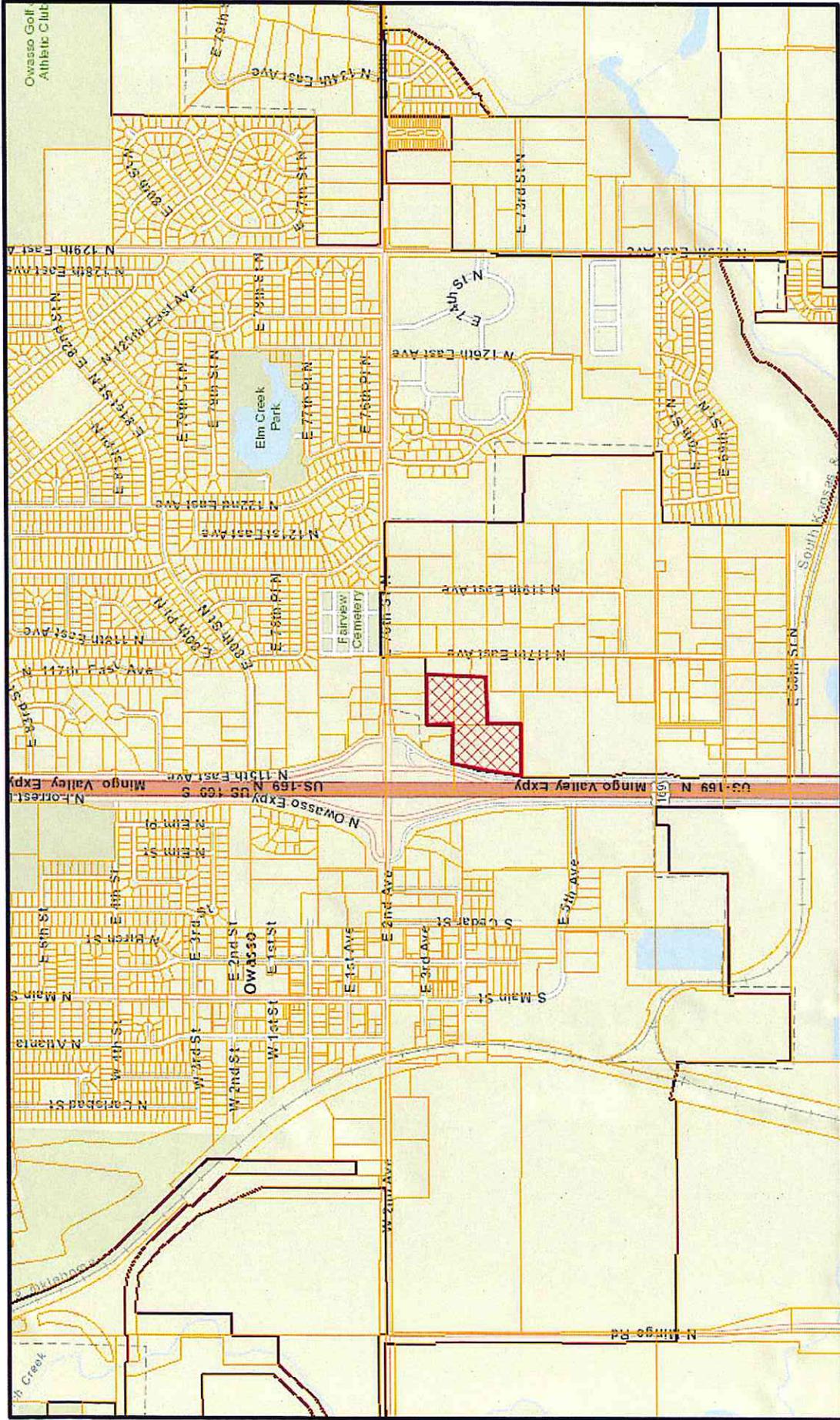
Annexation  
Request

04/22/2016



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OA 16-04

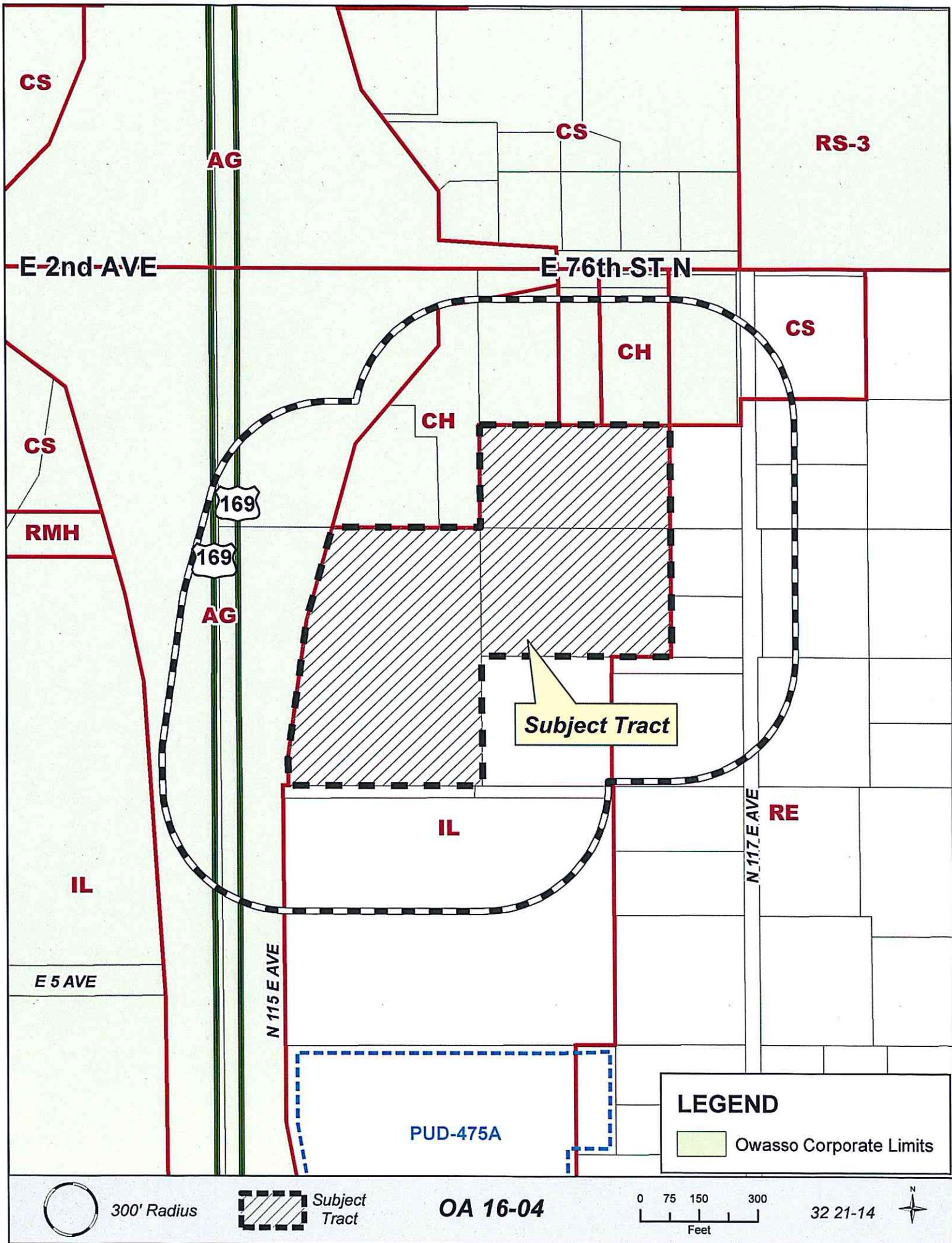


04/22/2016

Annexation Request

1" = 1,505 ft

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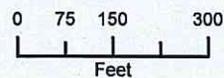
**LEGEND**

 Owasso Corporate Limits

 300' Radius

 Subject Tract

**OA 16-04**



32 21-14





**TO:** The Honorable Mayor and City Council  
City of Owasso

**FROM:** Bronce L. Stephenson, MPA  
Director of Community Development

**SUBJECT:** Specific Use Permit – Charity Auto Sales

**DATE:** May 6, 2016

**BACKGROUND:**

The City of Owasso received an application for review and approval of a Specific Use Permit for Charity Auto Sales. The subject property is located at 11595 E 116<sup>th</sup> St N.

**SURROUNDING ZONING:**

Direction	Zoning	Use	Land Use Plan	Jurisdiction
North	RS-3 (Residential Single Family)	Residential	Residential	City of Owasso
South	AG (Agriculture)	Undeveloped	Commercial	Tulsa County
East	RS-3 (Residential Single Family)	Residential	Residential	City of Owasso
West	CS (Commercial Shopping)	Commercial	Commercial	Tulsa County

**SUBJECT PROPERTY/PROJECT DATA:**

<b>Property Size</b>	0.52 acres
<b>Current Zoning</b>	CS (Commercial Shopping)
<b>Proposed Use</b>	Commercial
<b>Lots/Blocks</b>	1 Lot, 1 Block
<b>Number of Reserve Areas</b>	N/A
<b>Within PUD?</b>	N/A
<b>Within Overlay District?</b>	N/A
<b>Water Provider</b>	City of Owasso
<b>Applicable Paybacks</b>	Storm siren fee of \$35/acre
<b>Streets (public or private)</b>	N/A

**ANALYSIS:**

A Specific Use Permit (SUP) is required in certain zoning districts for uses that may be a bit more intensive than surrounding uses. Within CS Zoning, an SUP is required for automobile sales, which

is requested as a part of this permit. An automobile sales use requires an SUP because it often is associated with heavier traffic and lighting than is typically accustomed in CS zoning. The applicant has submitted a set of drawings, which provide an indication of building architecture and layout of the facility on the property. This project proposes a very small lot with a limited number of vehicles, but staff has determined additional conditions that would make this use a better fit for the location. A Specific Use Permit allows for certain conditions to be required and additional restrictions to be added should approving bodies feel the need.

**TECHNICAL ADVISORY COMMITTEE:**

The Technical Advisory Committee (TAC) reviewed the final plat and site plan for Charity Auto Sales at the March 23, 2016 meeting. All TAC comments have been addressed by the applicant.

**PLANNING COMMISSION:**

The Planning Commission will review this item at their regular meeting on May 9, 2016.

**RECOMMENDATION:**

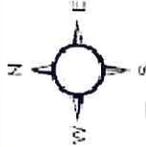
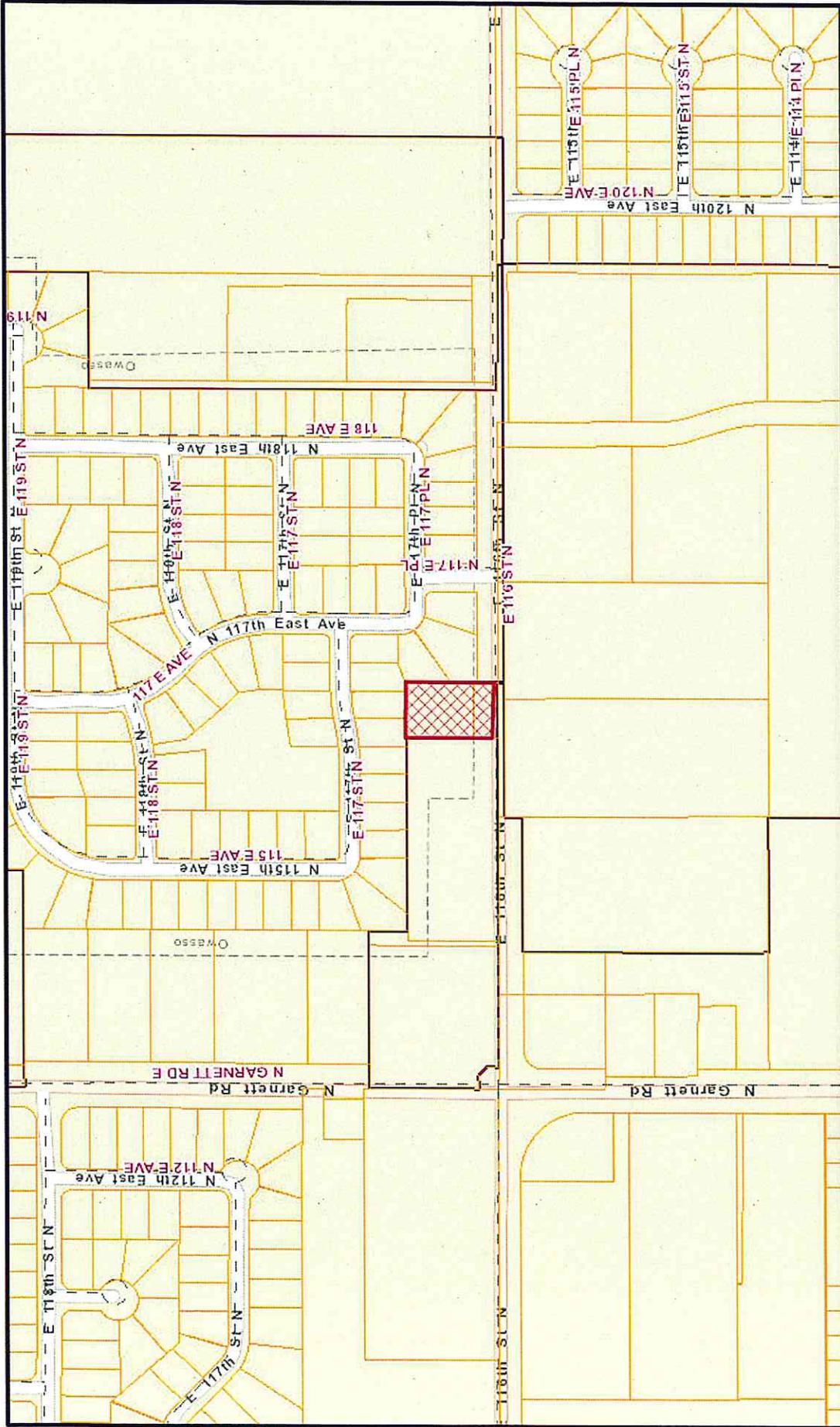
Staff will recommend approval of the Specific Use Permit, subject to Planning Commission recommendation with the following conditions:

- An 8-foot tall opaque screening fence be required adjacent to the residential properties abutting the subject property on the north and east boundaries. The fence shall be double-sided.
- The only allowable signage shall be a 4-foot tall monument sign or signage on the face of the building.
- Additional mature landscaping be required abutting the residential properties.
- Full brick façade be required on the southern and western building elevations.
- No additional signage, flags, balloons,
- Hours of operation be restricted to 7AM to 8PM.
- Non-essential lot lighting be turned off from 8PM to 7AM.
- At least four planters be required along the building frontage.
- Awnings required above each of the doorways facing south.

**ATTACHMENTS:**

Area Map  
Aerial Map  
SUP Site Plan and Supporting Documentation – Charity Auto Sales  
Building Elevations

SUP 16-01



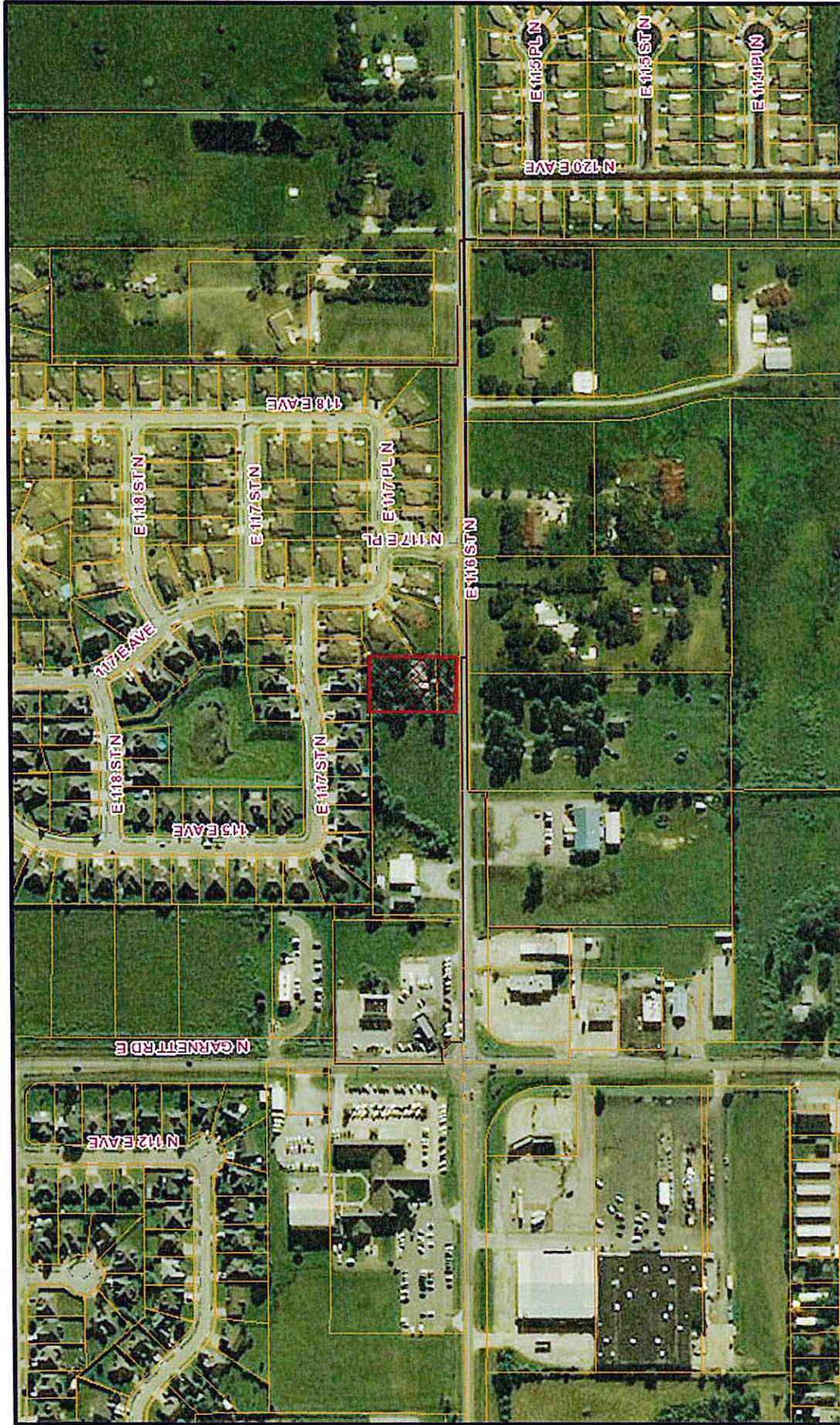
05/04/2016

Charity Auto Sales

1" = 376 ft

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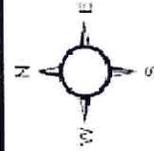
SUP 16-01



1" = 376 ft

Charity Auto  
Sales

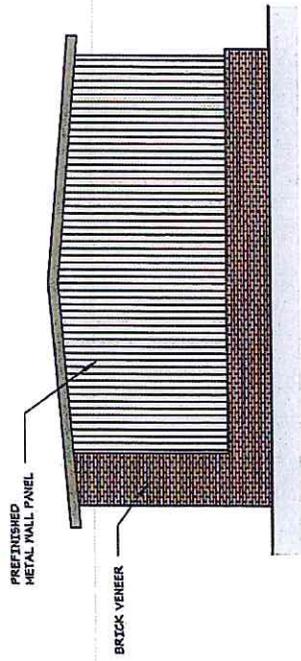
05/04/2016



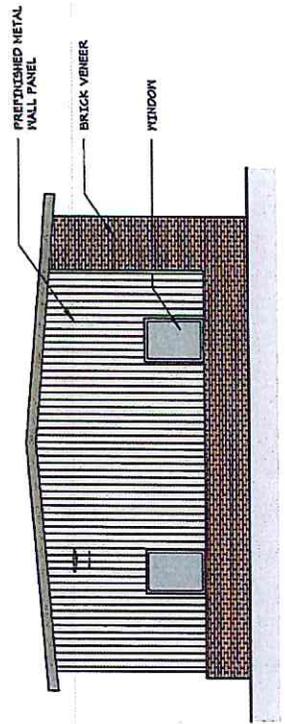
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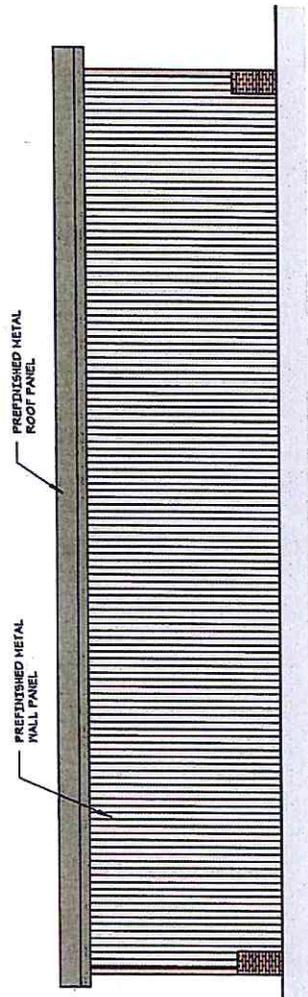




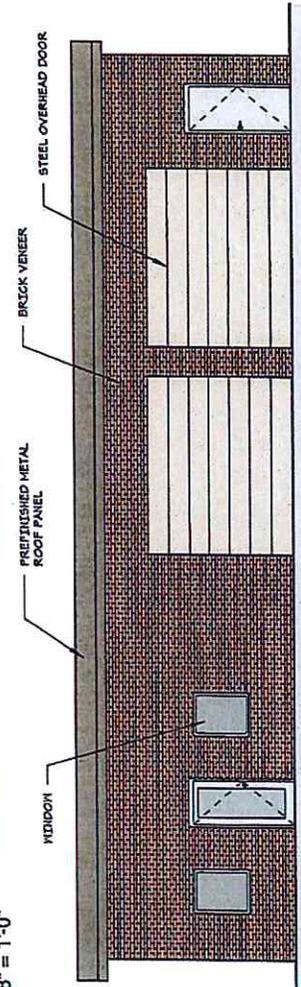
④ East Elevation  
1/8" = 1'-0"



③ West Elevation  
1/8" = 1'-0"



② North Elevation  
1/8" = 1'-0"



① South Elevation  
1/8" = 1'-0"

RECEIVED  
MAR 24 2016  
BY: \_\_\_\_\_



**TO:** The Honorable Mayor and City Council  
City of Owasso

**FROM:** H. Dwayne Henderson, P.E.  
City Engineer

**SUBJECT:** E. 106<sup>th</sup> St N/N Garnett Road Intersection Improvements  
Change Order No. 5

**DATE:** May 6, 2016

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**BACKGROUND:**

In 2013, the City of Owasso worked with the Oklahoma Department of Transportation (ODOT) to bid the intersection improvements at East 106<sup>th</sup> Street North/North Garnett Road. The construction was funded 80% by ODOT and 20% by the City of Owasso (utility relocation was 100% responsibility of the City of Owasso).

During construction of the Intersection project, several time delays were experienced due to utilities being relocated in the wrong location, rain delays and availability of materials.

During the construction project, Paragon Contractors were penalized 136 days for delays completing the project after the agreed completion date. The cost for the delays, \$102,000, was withheld from their final payment.

Based on the agreement with ODOT, all change orders must be reviewed and approved by the local entity once ODOT's Division office approves the work. All utility related delays are to be paid by the local entity at 100%.

**CHANGE ORDER NO. 5:**

The Oklahoma Department of Transportation met with the contractor to discuss the original penalty and the delay claims presented by the contractor that were caused by improperly relocated utilities and limited room to work around them. They are claiming 88 days be reclaimed of the 136. The cost of the claim was \$80,881.76, to be added back in to the contract.

The result of the meeting was that ODOT and the contractor agreed to reduce the delay claims from 88 days to 21 days. The cost of the change order was reduced to \$52,358.67.

The delays that were agreed to by both parties are as follows:

- 1) AEP not lowered enough to construct storm manhole – 1 day
- 2) Unmarked RWD water line delayed work – 0.5 days
- 3) ATT line not relocated where it was supposed to be – 3.5 days
- 4) Creek crossing not drawn accurately. Additional fittings needed to make water line crossing work – 3 days

- 5) Old City of Owasso water line in way of bore for new water line – 1 day
- 6) RWD required ductile iron pipe on tie-ins that weren't on the plans – 2 days
- 7) RWD casing installed as on plans but casing had to be relocated – 1 day
- 8) Cox cable locates could not be obtained – 5 days
- 9) Relocate 80' of water line to miss AEP poles – 1 day
- 10) Rescheduled bore due to late utility locates – 1 day
- 11) Pressure test kept failing due to PVC-HDPE connection issue – 2 days

**FUNDING:**

The penalty cost to the contractor of \$102,000 was added to the project funds, with 20% allocated back to the City of Owasso, which is \$20,400. Total cost for the time delay is \$52,358.67.

With Change Order No. 5 being 100% the City of Owasso responsibility, \$20,400 of the penalty shall be returned to the contractor with an additional \$32,138.67 to be accounted for from the project budget. The final cost of the project has not been determined yet so additional funds, if needed, above the portion already paid in escrow has not been determined.

**RECOMMENDATION:**

An item has been included on the May 10 Council Work Session in order to discuss this change order. Unless Council expresses concern, staff will be proposing an approval of the Change Order No. 5 in the amount of \$52,358.67, 100% of which is the responsibility of the City of Owasso.

**ATTACHMENTS:**

Proposed Change Order No. 5  
Change Order Support data  
Site Map



Tulsa Office: 6106 East 32<sup>nd</sup> Pl., Ste. 101, Tulsa, OK 74135, (918) 660-7141, Fax (918) 660-7167

Comprehensive Engineering Services

---

February 29, 2016

**VIA CERTIFIED MAIL**

ATTN: H. Dwayne Henderson, P.E., City Engineer  
City of Owasso  
301 W. 2<sup>nd</sup> Ave.  
Owasso, OK 74055

RE: *ODOT Project # STP-172A(462)AG; City of Owasso; Paragon Contractors*

Mr. Henderson:

Enclosed please find Change Order 5 for utility conflicts with RWD #3, AT&T, Cox, City of Owasso and AEP; adding 88 days of contract time affecting the critical path of work outside the contractor's control, and adding an item to compensate the contractor for stand by time as a result of delays. Additionally, the documents evidencing the time line for delays is included for your review.

Please have a representative with the City of Owasso sign and return to our office at the address above.

Sincerely,

Sarah A. Hopper  
Construction Administration

## Oklahoma Department of Transportation Change Order

Contract ID	130145	Primary County	TULSA	Primary PCN	26599(04)
Change Order Nbr	005	Project	STP-172A(462)IG		
Contract Description	GRADE, DRAIN, SURFACE, AND SIGNAL CITY STREETS; AT THE INTERSECTION OF 106TH STREET AND GARNETT ROAD IN THE CITY OF OWASSO. PROJECT LENGTH = 0.427 MILE.				
Change Order Type	CHANGE ORDER				
Zero Dollar Change Order	NO	Status	Pending		

**General Change Order Description(s):** During construction of project the Contractor experienced numerous unforeseen delays due to utility conflicts with RWD #3, AT&T, Cox, City of Owasso, and AEP. This change order adds 88 days of contract time due to these delays affecting the critical path of work outside the contractor's control and adds an item to compensate the contractor for standby time also as a result of delays. See attachment "Utility Delays Time Line" for days added and "Cost Breakdown" for a cost breakdown of contractor's claim for standby costs. Please note due to contractor's efforts to mobilize crew and equipment to other projects during delays standby costs were only accrued for 20 of the 88 days. This change order resolves any claim for additional time and/or compensation.

Prj Nbr	Item Nbr	Catg	Item Code	Unit	Unit Price	Bid Qty	Prev. Apprvd Qty	Curr CO Qty	New Revised Qty	Amount of Change
26599(04)	9001	0901	109 1100	LSUM	\$52,358.67	1.00	0.00	1.00	1.00	\$52,358.67

Item Description: NEGOTIATED SETTLEMENT OF CONTR'S CLAIM  
 Supplemental Description 1: Standby costs for utility delays  
 Supplemental Description 2:

**Explanations:** This item compensates the contractor for standby costs associated with delays caused by numerous utility conflicts encountered during construction. See attachment for cost breakdown.

This Change: \$52,358.67  
 Prev Revised: \$0.00  
 New Revised: \$52,358.67  
 Bid Contract: \$0.00  
 Net Change: \$52,358.67  
 PCT Change: 100.00 %

### TOTAL VALUE FOR CHANGE ORDER 005 : \$52,358.67

Contract Time Adjustments	88.00
Adjusted No. of Days:	
Explanation:	Contractor encountered numerous issues associated with existing utility conflicts that impacted the critical path of the project schedule. These conflicts impacted the construction of the new waterlines as well as the new storm sewer system that had to be completed prior to the widening of the new roadway. Days already not charged due to weather are not included. See attachment for schedule of days added.

Contract ID	130145	Primary County	TULSA	Primary PCN	26599(04)
Change Order Nbr	005	Project	STP-172A(462)IG		

**Prime Contractor's Section**

As the duly authorized representative of PARAGON CONTRACTORS, LLC, contractor for the above referenced project, I affirm that I have reviewed the above and foregoing prices, quantities and days for the changed or additional work, and I agree that the quantities and prices as are herein listed and the extension of time to perform the change or additional work as shown above will adequately compensate the contractor for the changed or additional work. I understand that the quantities as listed above are estimated and may be subject to revision upon audit of the project. I further understand that the change order/supplemental agreement fully compensates the contractor for the changed or additional work and is in lieu of cost accounting for the work actually performed or submission of a claim as provided by the standard specifications for highway construction and special provisions to the contract.

*(Signature)*  
 Signature

**DALE FORREST**

Name (Printed)

**MANAGING MEMBER**

Company Title

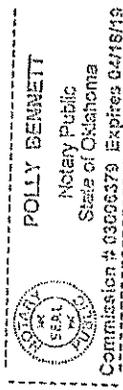
Subscribed and sworn before me this 15 day of FEBRUARY year of 2016

My commission expires 4-18-19

*(Signature)*  
 Polly Bennett  
 Notary Public

03000379

Commission Number



**Oklahoma Department of Transportation Section**

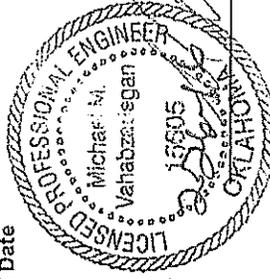
The prices for the additional items have been compared with other contract prices and are a fair amount for the work involved. Respectfully requested by:

Residency Administration (R)  
 Field Division Administration (R)  
 Construction Administration (R)  
 Central Office Administration (R)

Department Personnel  
 Vahabzadegan, Michael  
 White, Fandle W.  
 Raymond, George T.  
 Green, Paul D.

Approval Date

P.E. Seal



*(Signature)*  
 Signature

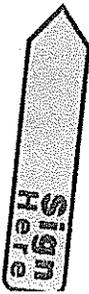
2/10/2016

Change Order Report

Contract ID	130145	Primary County	TULSA	Primary PCN	26599(04)
Change Order Nbr	005	Project	STP-172A/462JIG		

Local Government Section

I acknowledge the work indicated on this Change Order. I understand the final costs of this work will be reflected in the final cost apportionment.



\_\_\_\_\_  
City/County Official

\_\_\_\_\_  
Date Acknowledged



Contract ID 130145

**Oklahoma Department of Transportation**  
 Cost Breakdown For Differing Site Conditions, Changes & Extra Work

Project No. STP-172A(462)IG Date 12/23/2015

County Tulsa Contractor \_\_\_\_\_

Description of Work Delay Cost for Existing Utilitiy Conflicts

1. Labor Total (Refer to Attachment A)				\$15,705.60
a) Labor Overhead & Profit	%	25.00		\$3,926.40

2. Material Total (Refer to Attachment B)				\$0.00
a) Material Overhead & Profit	%	20.00		\$0.00

3. Equipment Total (Refer to Attachment C)				\$19,807.20
a) Equipment Additional Administrative Cost & Profit	%	20.00		\$3,961.44

4. a) Bonds	%	1.00		\$355.13
b) Property Damage & Liability Insurance	Rate / \$1000 of Payroll	104.76		\$1,645.32
c) Workers Compensation	Rate / \$100 of Payroll	12.85		\$2,018.17
d) Unemployment Insurance Contribution	%	3.80		\$596.81
e) Social Security Taxes	%	7.65		\$1,201.48
f) Employment Fringe Benefits	%	20.00		\$3,141.12

5. Subcontracted Work Total				\$0.00
a) Prime Contractor Overhead on Subcontracted Work	%	10.00		\$0.00

6. Work of a Non-Highway Construction Nature				\$0.00
a) Prime Contractor Overhead on Subcontracted Work	%	10.00		\$0.00

7. Total Cost of Work				\$52,358.67
a) Unit Price	\$52,358.67	Quantity	1	Units
				CY
				\$52,358.67



Contract ID 130145

Oklahoma Department of Transportation

Cost Breakdown For Differing Site Conditions, Changes & Extra Work

Project No. STP-172A(462)IG Date 12/23/2015

County Tulsa Contractor Paragon Contractors, LLC

Description of Work Delay Cost for Existing Utility Conflicts

1. Labor Total (Refer to Attachment A)					\$15,705.60	
a) Labor Overhead & Profit	%	25.00			\$3,926.40	
2. Material Total (Refer to Attachment B)					\$0.00	
a) Material Overhead & Profit	%	20.00			\$0.00	
3. Equipment Total (Refer to Attachment C)					\$19,807.20	
a) Equipment Additional Administrative Cost & Profit	%	20.00			\$3,961.44	
4. a) Bonds	%	1.00			\$355.13	
b) Property Damage & Liability Insurance	Rate / \$1000 of Payroll	104.76			\$1,645.32	
c) Workers Compensation	Rate / \$100 of Payroll	12.85			\$2,018.17	
d) Unemployment Insurance Contribution	%	3.80			\$596.81	
e) Social Security Taxes	%	7.65			\$1,201.48	
f) Employment Fringe Benefits	%	20.00			\$3,141.12	
5. Subcontracted Work Total					\$0.00	
a) Prime Contractor Overhead on Subcontracted Work	%	10.00			\$0.00	
6. Work of a Non-Highway Construction Nature					\$0.00	
a) Prime Contractor Overhead on Subcontracted Work	%	10.00			\$0.00	
7. Total Cost of Work					\$52,358.67	
a) Unit Price	\$52,358.67	Quantity	1	Units	CY	\$52,358.67





Attachment C - Equipment Total

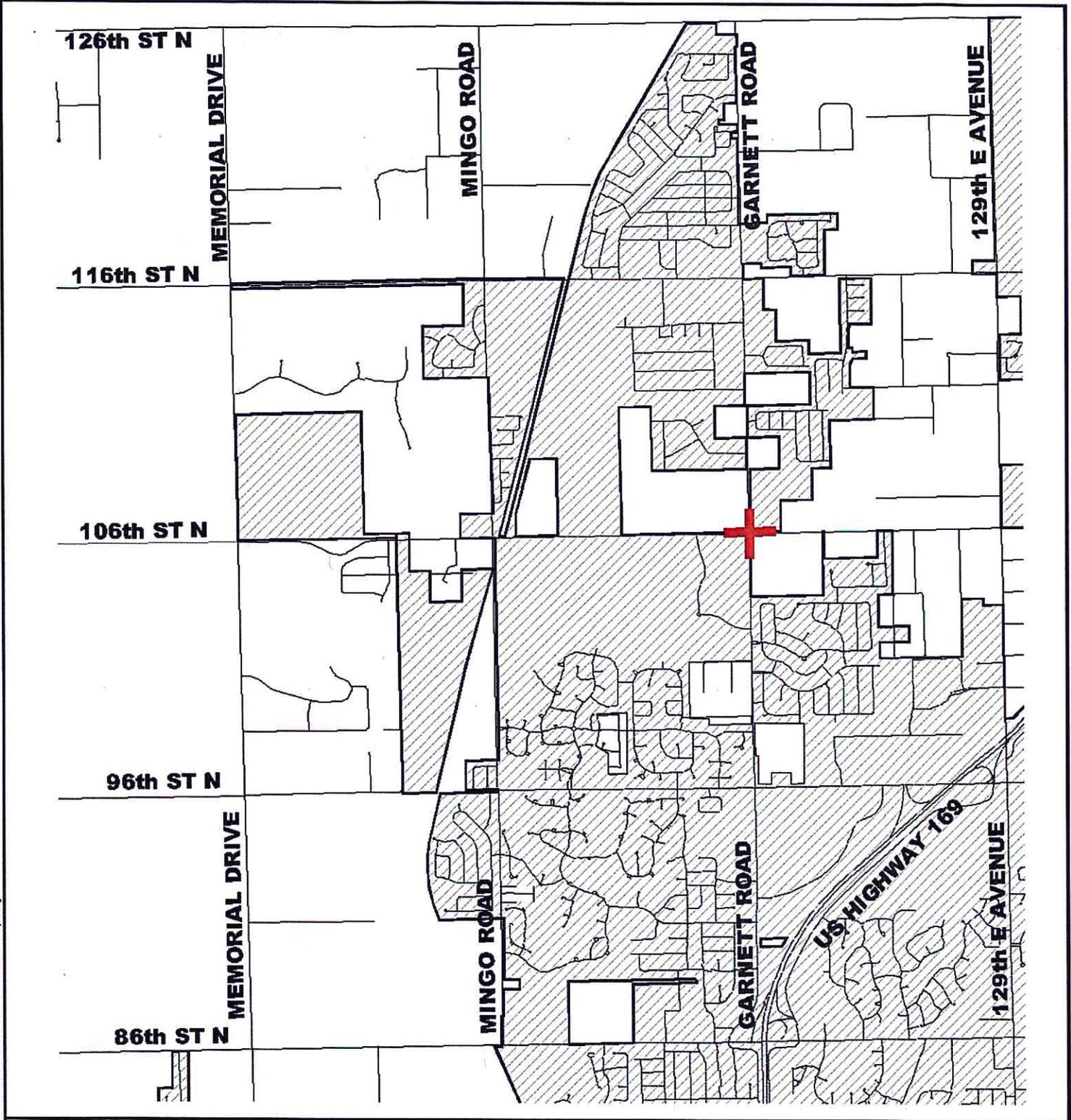
Contract ID: 130145

Description: Delay Cost for Existing Utitliy Conflicts

Equipment Type	No.	Cost / Hour	Total Hours*	Total For Each Type
Excavator Cat 320 (Standby Time)	1.00	41.39	160.00	\$6,622.40
Loader 250 Kamatsu (Standby Time)	1.00	21.28	160.00	\$3,404.80
Support Truck (Full Time)	1.00	18.00	160.00	\$2,880.00
Lowboy Move Truck (Full Time)	1.00	115.00	60.00	\$6,900.00
Truck and Lowboy Multiple Demob and Remob				
<b>Labor Total</b>				<b>\$19,807.20</b>

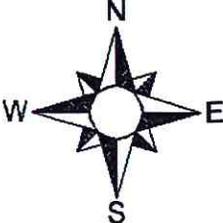
\* Total hours of use per single piece of equipment.

\\STREETS\106th and Garnett Intersection\106th and Garnett Intersection Location Map.dwg



Owasso Public Works  
Department  
Engineering Div.  
P.O. 180  
Owasso, OK 74055  
918.272.4959  
[www.cityofowasso.com](http://www.cityofowasso.com)

# E 106th ST N & GARNETT RD INTERSECTION WIDENING PROJECT SITE MAP



11/02/11



**TO:** The Honorable Mayor and City Council  
**FROM:** Juliann M. Stevens  
Deputy City Clerk  
**SUBJECT:** Board and Commission Appointments  
**DATE:** May 6, 2016

---

**BACKGROUND:**

In order to continue citizen participation and city staff involvement on the various boards, committees, trusts, and commissions, an item has been placed on the May workession agenda to begin discussion of the annual appointment process. The purpose of this memorandum is to provide background information for each board or committee and identify terms which are set to expire June 30.

**CURRENT BOARD AND COMMITTEE MEMBERS:**

Not including members of the City Council, inquiry was made to determine the level of interest in continuing volunteer service on the various city boards and committees. As of the writing of this memorandum, all appointees expressed their desire to continue serving in their current appointed position.

ANNEXATION COMMITTEE

This committee is comprised of citizens, representatives from other boards and commissions, and city staff. The Annexation Committee meets as needed to review annexation requests and recommend action to the Planning Commission based on the City's annexation criteria.

Appointments are for a one-year term:

- Lyndell Dunn (City Council Representative)**
- Chris Kelley (City Council Representative)**
- David Vines (Planning Commission Representative)**
- Kevin Lane (Citizen)**

AUDIT COMMITTEE

The purpose of the audit committee is to oversee the audit of financial statements, ensure the auditor is independent of city management and review internal controls and policies. The Audit Committee consists of five voting members appointed by the City Council and two non-voting ex-officio members (City Manager and Finance Director).

With the exception of the City Council Representative who serves a one-year term, appointments are for three year terms:

- City Councilor (Seat 1, City Council Representative- One-Year Term) \***
- Vacancy (Seat 5, Banker Representative - Three Year Term)**

*\* In accordance with the City Ordinance, Seat No. 1 shall be held by a City Councilor who is serving the second year of their three-year term. Councilors Jeri Moberly and Chris Kelley are eligible for this committee.*

### BOARD OF ADJUSTMENT

This is a quasi-judicial body whose function is to hear and decide cases relating to zoning variances and appeals of the Building Inspector's interpretation of the building codes. Appeals of decisions made by this board must be taken to District Court. The Board of Adjustment contains five citizen members appointed by the City Council.

Appointments are for three-year terms:

**Jim Bausch (Citizen Representative – Three Year Term)**  
**Abhijeet Uffurkar (Citizen Representative – Three Year Term)**

### CAPITAL IMPROVEMENTS COMMITTEE

This committee reviews capital improvement requests and conducts a public meeting to discuss current projects, completed projects, and recommends additional projects proposed to be funded by the third-penny sales tax. This committee meets quarterly and as necessary and is comprised of citizens, representatives of other boards and commissions, and city staff.

Appointments are for one year terms:

**Bill Bush (City Council Representative)**  
**Chris Kelley (City Council Representative)**  
**Paul Loving (Planning Commission Representative)**  
**Dirk Thomas (OEDA Representative)**  
**Jeff Davis (Citizen Representative)**  
**Shawn Reiss (Citizen Representative)**  
**Jason Drake (Citizen Representative)**  
**Rob Haskins (Citizen Representative)**  
**Jim Hunter (Citizen Representative)**  
**Casey Goodson (Citizen Representative)**  
**Sherry Bishop, Assistant City Manager**  
**Warren Lehr, City Manager**  
**Linda Jones, Finance Director**

### OWASSO ECONOMIC DEVELOPMENT AUTHORITY

The duties of this authority are to plan, implement, and promote projects and programs that will directly benefit the economic well being of the community. The Authority is comprised of five Trustees, one representative of the Chamber of Commerce, and one City Councilor.

With the exception of the Chamber Representative and the City Council Representative, appointments are for five-year terms:

**Vacancy (Frank Enzbrenner resigned – Five-Year Term)**  
**Gary Akin (Chamber Representative – One-Year Term)**  
**Jeri Moberly (Council Representative – One-Year Term)**

### PERSONNEL BOARD

This board meets when there is business to be addressed relating to appeals of personnel decisions made by the City Manager. Meetings are called by the Chair when a petition from a City employee is received in the Office of the City Clerk per the Personnel Policy Manual. The Personnel board contains three citizen members appointed by the City Council.

Appointments are for three-year terms:

**Rob Wright (Citizen Representative – Three-Year Term)**  
**Vacancy (Citizen Representative – to fill remainder of term set to expire 6/30/2017)**

### PLANNING COMMISSION

The purpose of this commission is to review and recommend to the City Council actions relating to zoning, platting, subdivision construction, annexation, commercial site plans, and other related planning functions.

Appointments are for three-year terms:

**Tim Miller (Citizen Representative – Three-Year Term)**

**Dr. Paul Loving (Citizen Representative – Three-Year Term)**

### SALES TAX WATCHDOG COMMITTEE

The purpose of this committee is to maintain citizen oversight of the collected third-penny sales tax, ensure the proper use of revenues generated, and report findings to the public. This committee generally meets twice per year on the fourth Monday of March and September. Members are appointed for the life of the sales tax or until resignation or events cause a termination as defined in the committee policy. Appointees may not serve in any elective or other Council appointed position with the City of Owasso.

The following representative positions are vacant due to resignation or termination due to attendance requirement:

**Building Industry (Vacancy, member resigned)**

**News Media – (Vacancy, member resigned)**

**Recreation – (Vacancy, member resigned)**

**Retail Business – (Vacancy, member resigned)**

*Building Industry* appointment is an individual who is engaged in real estate improvement consisting of construction and/or development and having their primary business within the service area;

*News Media* appointment is an individual who conducts media-related activities within the service area as their primary career or business;

*Recreation* appointment is an individual who is an active member of an organized group promoting the development of amateur sports and recreation in the service area;

*Retail Business* appointment is an individual who operates a retail outlet, that being a business conducting direct sales to the public within the service area;

### INCOG BOARD OF DIRECTORS

This is a regional council of local governments involved with planning functions and Federal grant review functions. Appointment must be an elected official. Appointments are for a two-year term expiring on December 31:

**Jeri Moberly (City Council Representative)**

**Lyndell Dunn (City Council Representative, Alternate)**

### INCOG ENVIRONMENTAL POLICY COMMITTEE

This INCOG committee works with state and federal governmental agencies to implement clean water, air quality, and energy programs for the region. Appointments to the committee are for one-year terms:

**Roger Stevens (Public Works)**

### INCOG TRANSPORTATION POLICY COMMITTEE

This regional transportation committee facilitates a cooperative effort with federal, state, and local governments and other transportation agencies to assess the area's transportation requirements. Appointments to the committee are for one-year terms:

**Doug Bonebrake (City Council Representative)**

**Warren Lehr (City Manager, Alternate)**

INCOG TRANSPORTATION TECHNICAL COMMITTEE

This committee works closely with the INCOG Transportation Policy Committee to develop comprehensive, multi-modal plans that address the transportation needs and goals of the region. Appointments to the committee are for one-year terms:

**Roger Stevens (Public Works)**

**Dwayne Henderson (Public Works, Alternate)**

REGIONAL METROPOLITAN UTILITY AUTHORITY

The Authority is a joint venture of Tulsa, Broken Arrow, Owasso, Jenks, and Bixby. The purpose of the Authority is to fund regional municipal utility efforts. Appointments to the Authority are for one-year terms:

**Sherry Bishop (Assistant City Manager)**

**Roger Stevens (Public Works Director)**



**TO:** The Honorable Mayor and City Council  
City of Owasso

**FROM:** Sherry Bishop  
Assistant City Manager

**SUBJECT:** Oversight of Vision for Owasso Funds

**DATE:** May 6, 2016

---

**BACKGROUND:**

Approval of the Vision for Owasso sales tax indicates a high level of voter confidence that the City Council and staff will continue to expend restricted sales tax funds as promised. Citizen oversight and public reporting have been a valuable assurance to voters that their tax dollars are well used. To continue the standard of public transparency, an oversight mechanism for the Vision for Owasso funds is recommended.

The Citizens' Sales Tax Watchdog Committee was originally created by Ordinance 395 and approved by voters in 1988 to provide "oversight" of the restricted third-penny sales tax. The Watchdog Committee is appointed by the City Council. In order to support the independence of the committee, members serve for an indefinite term and may not serve in any other elected or Council appointed position with the City.

The committee meets twice a year (March and September) to review the status of third-penny capital improvement projects, to review reports on the expenditure of the third-penny sales tax and to approve a Progress Report for public distribution.

The proposed resolution would add oversight of the Vision for Owasso funds to the Watchdog Committee responsibilities. After collection of the Vision sales tax begins next year, staff would provide financial reports detailing the use of those funds similar to the current reporting for the Capital Improvements sales tax.

**PROPOSED ACTION:**

Staff will recommend approval of a resolution designating the Citizens' Sales Tax Watchdog Committee to provide oversight for the Vision for Owasso sales tax funds.

**ATTACHMENT:**

Proposed resolution

**CITY OF OWASSO, OKLAHOMA  
RESOLUTION 2016-DRAFT**

**A RESOLUTION OF THE CITY COUNCIL OF OWASSO, OKLAHOMA, DESIGNATING THE CITIZENS' SALES TAX WATCHDOG COMMITTEE TO PROVIDE OVERSIGHT FOR THE VISION FOR OWASSO SALES TAX FUNDS.**

**WHEREAS**, Voters approved the Vision for Owasso .55% sales tax on April 5, 2016; and,

**WHEREAS**, the declared purpose of the Vision for Owasso sales tax is to provide revenues to fund street improvements and related expenditures, to include debt service on obligations issued to finance said improvements; and,

**WHEREAS**, the Vision for Owasso projects are to be street improvements on East 96th Street North and street improvements on East 116th Street with any excess revenue collected to be used for additional street improvements; and

**WHEREAS**, The Citizens' Sales Tax Watchdog Committee is charged with monitoring the expenditure of the proceeds from the "third penny" sales tax approved by the citizens in 1988, 1997, and 2003. Additionally, the committee is responsible for "reporting" to the public (in any manner deemed appropriate) the use of those funds and any other information the committee believes the public should know; and

**WHEREAS**, the City Council desires to establish the same public reporting system for the Vision for Owasso sales tax funds.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OWASSO, OKLAHOMA, THAT:** the Citizens' Sales Tax Watchdog Committee shall provide oversight for the Vision for Owasso sales tax funds.

**APPROVED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_, 2016, by the City Council of the City of Owasso, Oklahoma.

\_\_\_\_\_  
Lyndell Dunn, Mayor

**ATTEST:**

\_\_\_\_\_  
Sherry Bishop, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Julie Lombardi, City Attorney



**TO:** The Honorable Mayor and City Council  
City of Owasso

**FROM:** Sherry Bishop  
Assistant City Manager

**SUBJECT:** Proposed Use Tax Ordinance

**DATE:** May 6, 2016

---

**BACKGROUND:**

Oklahoma statutes require that the use tax rate be equal to the sales tax rate. This was established as part of the Streamline Sales Tax legislation to improve the collectability of taxes on catalog and online sales.

The Owasso code of ordinances sets the use tax rate at 3.50% which is equal to the sales tax rate. The voter approved Vision for Owasso sales tax will change the sales tax rate to 4.05% on January 1, 2017 through December 31, 2023 at which time the rate will change to 3.50%.

Rather than amend the use tax ordinance to mirror the language in the sales tax ordinance, this proposal would amend the ordinance to state that the use tax rate is the "same rate as the sales tax." Any future sales tax rate changes would no longer necessitate an amendment to the use tax ordinance.

**PROPOSED ORDINANCE:**

The proposed ordinance would amend Chapter 5 of Part 7 of the code or ordinances, specifically, Section 7-503, Excise Tax on Storage, Use or Other Consumption of Intangible, Personal Property Levied.

This section levies an excise tax "at the rate of three and one-half percent (3.5%) . . . ." The proposed amendment would change to an excise tax "at the same rate as the sales tax, as set out in Chapter 2 of Part 7."

**PROPOSED ACTION:**

Staff will recommend approval of an ordinance changing the use tax rate levied to a rate equal to the sales tax.

**ATTACHMENT:**

Draft ordinance

CITY OF OWASSO, OKLAHOMA  
ORDINANCE DRAFT

AN ORDINANCE RELATING TO PART 7, FINANCE AND TAXATION, AMENDING CHAPTER 5, USE TAX, SECTION 7-503, EXCISE TAX ON STORAGE, USE OR OTHER CONSUMPTION OF INTANGIBLE, PERSONAL PROPERTY LEVIED, OF THE CODE OF ORDINANCES OF THE CITY OF OWASSO, OKLAHOMA, CHANGING THE USE TAX RATE LEVIED TO A RATE EQUAL TO THE SALES TAX.

THIS ORDINANCE AMENDS PART 7, CHAPTER 5, SECTION 7-503, OF THE CITY OF OWASSO CODE OF ORDINANCES.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OWASSO, OKLAHOMA, THAT, TO-WIT:

**SECTION ONE (1):** Part Seven, Finance and Taxation, Chapter Five, Use Tax, Section 7-503, Excise Tax on Storage, Use Or Other Consumption Of Intangible, Personal Property Levied, of the Code of Ordinances of the City of Owasso, Oklahoma, shall be amended to read as follows:

**SECTION 7-503**      **EXCISE TAX ON STORAGE, USE OR OTHER CONSUMPTION OF INTANGIBLE, PERSONAL PROPERTY LEVIED**

1. There is hereby levied and there shall be paid by every person storing, using or otherwise consuming within the city, tangible, personal property purchased or brought into this city, an excise tax on the storage, use or other consuming within the city of such property at the same rate as the sales tax, as set out in Chapter 2 of Part 7, of the purchase price of such property.
2. Such tax shall be paid by every person storing, using, or otherwise consuming, within the city, tangible, personal property purchased or brought into the city.
3. The additional tax levied hereunder shall be paid at the time of importation or storage of the property within the city and shall be assessed to only property purchased outside Oklahoma; provided, that the tax levied herein shall not be levied against tangible, personal property intended solely for use outside the city but which is stored in the city pending shipment outside the city or which is temporarily retained in the city for the purpose of fabrication, repair, testing, alteration, maintenance or other service.
4. Any person liable for payment of the tax authorized herein may deduct from such tax any local or municipal sales tax previously paid on such goods or services; provided that the amount deducted shall not exceed the amount that would have been due if the taxes imposed by the city had been levied on the sale of such goods or services.

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**SECTION TWO (2): REPEALER**

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of the conflict only.

**SECTION THREE (3): SEVERABILITY**

If any part or parts of this ordinance are deemed unconstitutional, invalid or ineffective, the remaining portion shall not be affected but shall remain in full force and effect.

**SECTION FOUR (4): DECLARING AN EFFECTIVE DATE**

The provisions of this ordinance shall become effective thirty (30) days from the date of final passage as provided by state law.

**SECTION FIVE (5): CODIFICATION**

The Chapter and Ordinances above shall be amended and codified in Part 7, Chapter 5, Section 7-503 in the Owasso Code of Ordinances.

**PASSED** by the City Council of the City of Owasso, Oklahoma on the \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Lyndell Dunn, Mayor

**ATTEST:**

\_\_\_\_\_  
Sherry Bishop, City Clerk

(S E A L)

**APPROVED** as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Julie Lombardi, City Attorney



**TO:** The Honorable Mayor and City Council  
City of Owasso

**FROM:** Linda Jones, Finance Director

**SUBJECT:** Proposed OPWA Rate Increases

**DATE:** May 6, 2016

---

**BACKGROUND:**

The Owasso Public Works Authority provides water, sewer, and refuse for the City of Owasso. While the cost of providing service has increased annually, the stormwater and refuse rates charged to customers have not increased since 2010 and 2012, respectively. Increased costs such as labor and capital have not been recovered by the City. As a result, on an accrual basis, the Owasso Public Works Authority lost \$1.7 million in operations last fiscal year.

Article IV of the Oklahoma Water Resources Board (OWRB) loan agreements require that rates "be at least sufficient to provide monies to pay the Operation and Maintenance Expenses of the System without consideration of any other revenue source..." Section 17-110 of the City ordinance further states that rates be reviewed annually and set to "Generate sufficient revenue to pay the total operation, maintenance and replacement costs necessary to the proper operation, maintenance and replacement of the collection and treatment system..."

In order for the City to begin the process of recovering increased costs, staff proposes effective October 1, 2016, a five-year plan to increase rates in water, sewer, stormwater, and refuse. Proposed increases are as follows:

**WATER:**

Increase water rates by 44 cents per thousand gallons per year for five years. Keep water meter rates flat in 2016, and increase by 22 cents per month, per year beginning October 1, 2017. This increase would equate to a 5.9% increase in year one down to 5.1% in year five.

**SEWER:**

Increase sewer rates for residents by 5% per year for five years. Increase non-resident rates by 10% per year until reaching 120% of residential rates in year five.

**STORMWATER:**

Increase monthly stormwater rates by 50 cents each year for residential and 75 cents each year for commercial.

**REFUSE:**

Increase monthly refuse rates by \$1 for both residential and commercial on October 1, 2016, and by 50 cents each year in the subsequent four years.

**SUMMARY:**

The combined first-year monthly impact of the proposed rate increases is \$5.33 for an average residential customer. The proposed rate increases have been included in the development of the FY2016-17 Budget. An additional \$525,000 in revenues has been included in the FY2016-17 OPWA budget due to the proposed rate increases.



**TO:** The Honorable Mayor and City Council

**FROM:** Linda Jones  
Finance Director

**SUBJECT:** FY 2016-2017 Annual Operating Budget

**DATE:** May 6, 2016

---

**BACKGROUND:**

Pursuant to statutory and Charter provisions, recommended annual operating budgets for the City of Owasso, Owasso Public Works Authority, and Owasso Public Golf Authority have been developed. Printed copies of the proposed budget will be made available for public viewing at City Hall, the Owasso Library, and on the City's website by May 13, 2016.

The City Council is required to hold a public hearing on the proposed budget. The proposed Budget Summary must be published in the newspaper with a notice of public hearing which gives taxpayers an opportunity to give input on the budget prior to its adoption. The Public Hearing has been scheduled for June 7, 2016 with the legal notice to be published on June 1, 2016.

Once the City's budget is adopted, it can only be amended by vote of the council. Adoption of the Budget has been scheduled for June 21, 2016. While trustees for the OPWA and OPGA also adopt a budget, due to fluctuations in revenues, State law does not restrict trusts to the amount adopted as the budget.

**ATTACHMENT:**

2016-17 Capital Requests

CITY OF OWASSO  
 FY 2016-17  
 CAPITAL REQUESTS

<u>Fund</u>	<u>Department</u>	<u>Description</u>	<u>FY17 Budget</u>	<u>Subtotal</u>
Fund 01 - General				
Support Services		Old Central West Side Bathroom Expansion Project	\$ 44,000	
Support Services		Old Central Bldg Retrofit LED Lights & HVAC Ductwork	3,000	
Support Services		Laptop Computer - Director	1,650	
<b>Support Services Total</b>				<b>\$ 48,650</b>
Managerial		Computer Replacement - Administrative Assistant	1,500	
Managerial		Computer Replacement - Assistant City Manager	1,500	
Managerial		Computer Replacement - City Attorney	1,500	
Managerial		Monitor	500	
Managerial		Managerial Vehicle	35,000	
<b>Managerial Total</b>				<b>40,000</b>
Finance		1 Computer Replacement	1,275	
<b>Finance Total</b>				<b>1,275</b>
Human Resources		Printer/Copier/Scanner/Fax	1,500	
Human Resources		Computer Replacement	1,800	
<b>Human Resources Total</b>				<b>3,300</b>
Information Technology		Equipment Additions and Replacements	50,000	
Information Technology		Fiber Installations	150,000	
<b>Information Technology Total</b>				<b>200,000</b>
Community Development		Computer Equipment	1,500	
<b>Community Development Total</b>				<b>1,500</b>
Animal Control		2 New Exterior Glass Doors	2,500	
<b>Animal Control Total</b>				<b>2,500</b>
Police Communications		Replacement UPS Devices (uninterruptable power source)	500	
Police Communications		Video Arraignment Equipment for Jail	1,000	
Police Communications		Multi KVM Switch for Dispatch Computer Sharing	4,000	
Police Communications		Replacement Dispatch Chairs	750	
<b>Police Communications Total</b>				<b>6,250</b>
Emergency Preparedness		Add/Replace Batteries on Storm Sirens	3,000	
Emergency Preparedness		2 Replacement Laptops/1 Replacement Desktop Computer EOC	5,500	
Emergency Preparedness		New Software & Maint AGMT for Civic Ready	7,000	
<b>Emergency Preparedness Total</b>				<b>15,500</b>
Cemetery		3 Plots to Address Burial Issues	1,200	
Cemetery		Cemetery Improvements	500	
Cemetery		Replacement Z-Turn Mower (Rear Discharge)	11,500	
Cemetery		Tool Box	650	
<b>Cemetery Total</b>				<b>13,850</b>
Stormwater		Install Roll Up Doors to Pole Barn	7,500	
Stormwater		Insulate Remaining Section	3,500	
Stormwater		8th & Birch Storm Box Replacement	4,500	
Stormwater		Elm Creek Channel Repair	5,000	
Stormwater		Replacement Digital Lazer Level	4,950	
Stormwater		3 Trimmers (@ \$400 each)	1,200	
Stormwater		2 Edgers (@500 each)	1,000	
Stormwater		2 Blowers (@550 each)	1,100	
Stormwater		Vegetation Trailer	7,000	
<b>Stormwater Total</b>				<b>35,750</b>
Engineering		Traffic Counters	2,800	
Engineering		Computer equipment	2,250	
Engineering		Aerial Reconnaissance Documentation & Equipment to Operate	2,400	
Engineering		Chairs	500	
Engineering		Legal File Cabinet for Engineering Projects	250	
<b>Engineering Total</b>				<b>8,200</b>
Historical Museum		Replacement Computer	1,500	
<b>Historical Museum Total</b>				<b>1,500</b>
Parks		Improvements to New Location - Parking Lot	15,000	
Parks		Improvements to New Location - Drive Way Repairs	10,000	
Parks		Trash Can Receptacles (\$250 x 40)	10,000	
Parks		Riding Mower Trailer and Supplies (Tie Down/Lock)	4,000	
Parks		Riding Mower Trailer and Supplies (Tie Down/Lock)	4,000	

CITY OF OWASSO  
 FY 2016-17  
 CAPITAL REQUESTS

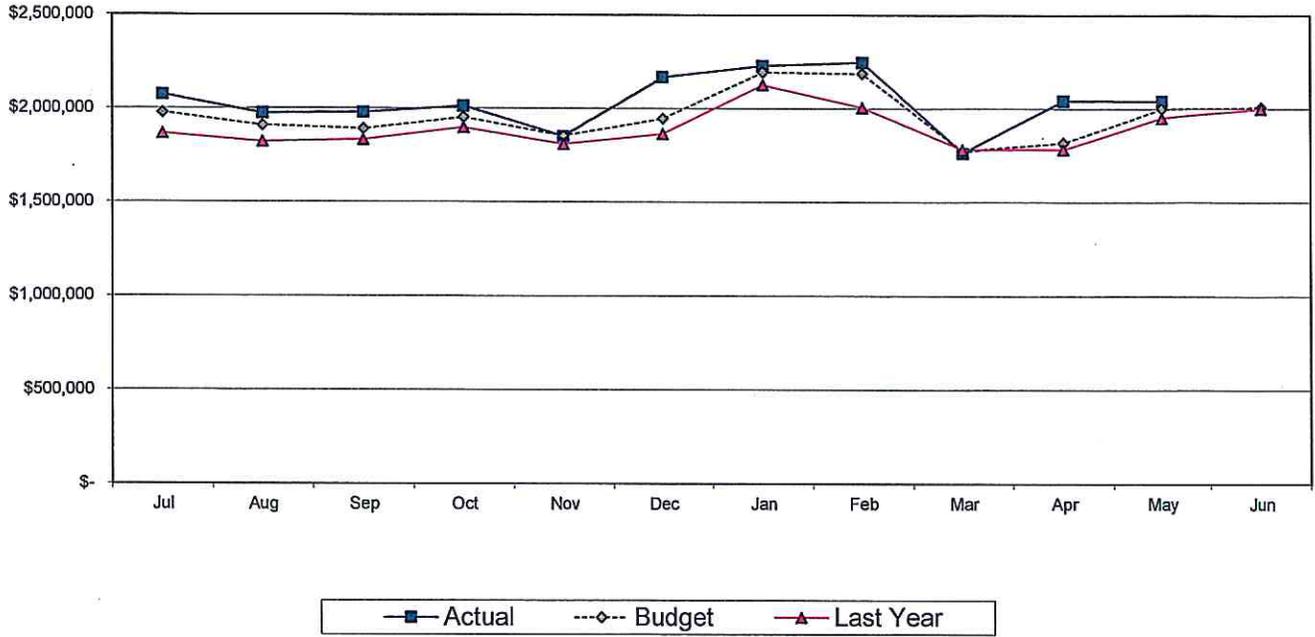
Parks	Replacement Computers	3,000	
Parks	Replace 1992 Ford Truck	35,000	
Parks	Replace Chevy Blazer	35,000	
<b>Parks Total</b>			<b>116,000</b>
Community Center	Wall Buildout (Eagles Room)	1,500	
Community Center	Closef Doors (@ \$100 each - Rec Room/Rams Room)	300	
Community Center	Dishwasher (Kitchen)	1,500	
Community Center	AV Equipment Repairs/Replacement	3,500	
Community Center	Rams Room Ceiling Remodel	8,500	
Community Center	LED Lighting (Rams Room & Rec Room, 28 Troughers in Total 3250 Plus Shipping 300)	3,550	
Community Center	New Computer Upgrades / Replacement for 3 Computers	3,000	
<b>Community Center Total</b>			<b>21,850</b>
	<b>Total - General</b>		<b>516,125</b>
Fund 27 - Stormwater Management			
Stormwater	Drainage Repair Project	10,000	
Stormwater	Drainage Improvements - 96th Street	125,000	
Stormwater	Computer Equipment	5,000	
Stormwater	Vehicle	40,000	
Stormwater	2-Way Radio for Proposed New Pickup	3,600	
Stormwater	Tool Box for Proposed New Pickup	2,500	
<b>Stormwater Total</b>			<b>186,100</b>
	<b>Total - Stormwater Management</b>		<b>186,100</b>
Fund 31 - Ambulance Capital			
Ambulance	Cot Loading Systems	140,000	
Ambulance	Disaster Rescue Equipment	20,000	
Ambulance	FS1 Traffic Signal Modification	5,000	
Ambulance	Replace 1 Laptop Computer	5,000	
<b>Ambulance Total</b>			<b>170,000</b>
	<b>Total - Ambulance Capital</b>		<b>170,000</b>
Fund 35 - Park Development			
Parks	Park Improvements	100,000	
<b>Parks Total</b>			<b>100,000</b>
	<b>Total - Park Development</b>		<b>100,000</b>
Fund 36 - CDBG Grants			
CDBG	Hale Acres Water System Improvement	121,000	
CDBG	Community Center Vision 2025 Project	51,332	
<b>CDBG Total</b>			<b>172,332</b>
	<b>Total - CDBG Grants</b>		<b>172,332</b>
Fund 3 Fire Services			
Fire Services	FS1 Concrete Driveway Repair	40,000	
Fire Services	FS3 Roof Repair/Modification	65,000	
Fire Services	FS3 Painting	2,000	
Fire Services	FS1, FS2, FS3 PLYMOVENT (Exhaust system) Repairs	12,000	
Fire Services	FS4 Design and Engineering	400,000	
Fire Services	Thermal Imaging Camera Replacement	50,000	
Fire Services	Portable Radios	5,000	
Fire Services	Fire Hose and Nozzles	2,000	
Fire Services	Wellness/Fitness Equipment	3,000	
Fire Services	Lawn Maintenance Equipment	1,000	
Fire Services	Computer Equipment	15,000	
Fire Services	Furniture Replacement	5,000	
<b>Fire Services Total</b>			<b>600,000</b>
	<b>Total - Fire Services</b>		<b>600,000</b>
Fund 3 Police			
Police	Machinery & Equipment	25,000	
Police	Emergency Computer Replacements	5,000	
Police	Equipment for Existing Vehicles	20,000	
<b>Police Total</b>			<b>50,000</b>
	<b>Total -Police</b>		<b>50,000</b>
Fund 3 Streets			
Streets	Pole Barn Roof Repair	1,250	
Streets	Gas Heat in Pole Barn	11,500	
Streets	Street Rehabilitation Program	800,000	
Streets	Intersection Signalization	2,880	
Streets	Traffic Controller Upgrade Program	19,250	
Streets	LED Signal Lamp Conversion Program	26,300	
Streets	Traffic Signal Study	86,000	
Streets	Radar Conversion Program	160,000	

CITY OF OWASSO  
FY 2016-17  
CAPITAL REQUESTS

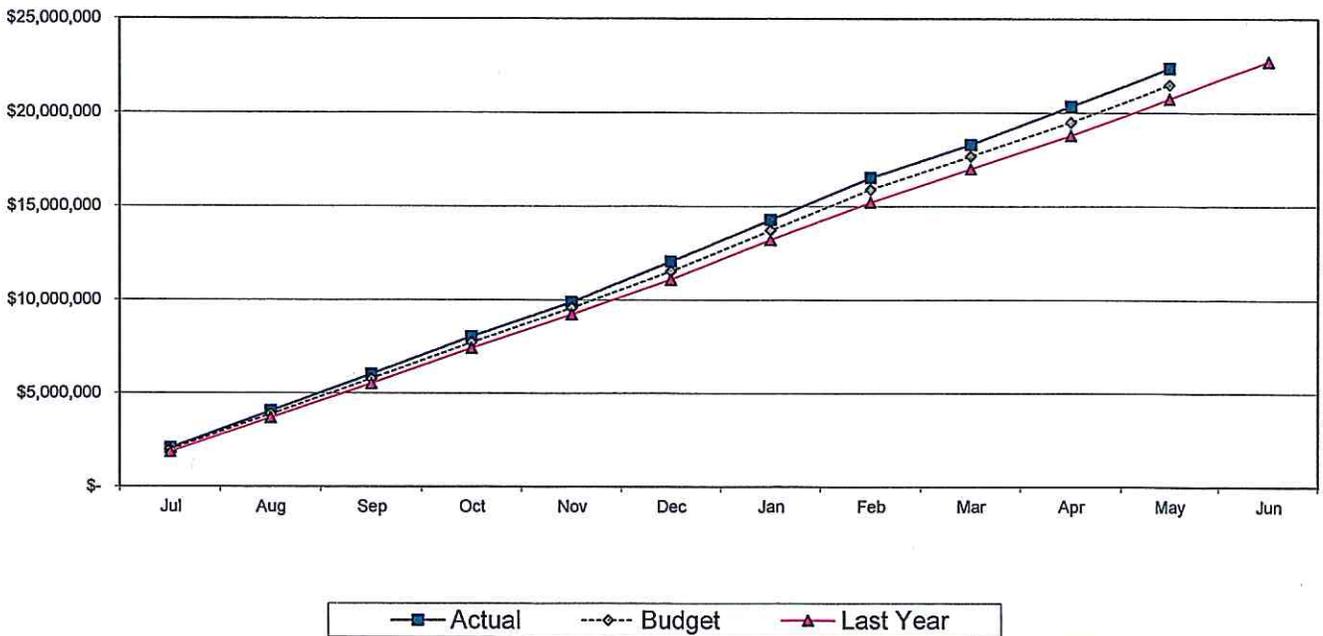
Streets	Sidewalk Construction	12,000	
Streets	Bridge Improvements	25,000	
Streets	Traffic Control Devices	3,500	
Streets	Welder	4,500	
Streets	Plasma Cutter	2,200	
Streets	Carl	1,600	
Streets	1.5 Ton Dump Bed Truck	65,000	
Streets	2 Way Radios for New Vehicle	3,650	
Streets	Plow for New Truck	10,000	
<b>Streets Total</b>			<b>1,234,630</b>
	<b>Total - Streets</b>		<b>1,234,630</b>
Fund 40 - Capital Improvements			
Capital Improvements	106/145 Intersection Improvements ONG Relocation	740,000	
Capital Improvements	116/129 Intersection Improvements	256,170	
Capital Improvements	Garnett Widening 106th - 116th	1,000,000	
Capital Improvements	Garnett Widening 96th - 106th	1,307,080	
Capital Improvements	Other priority capital projects approved by Council	1,871,006	
Capital Improvements	Remodel to City Hall for Police Headquarters	700,000	
Capital Improvements	Street Rehabilitation Program	1,000,000	
<b>Capital Improvements Total</b>			<b>6,874,256</b>
	<b>Total - Capital Improvements</b>		<b>6,874,256</b>
Fund 55 - OPGA			
Golf Course Maintenance	Irrigation Panel	40,000	
Golf Course Maintenance	Transfer Pump and Housing	80,000	
<b>Golf Course Maintenance Total</b>			<b>120,000</b>
	<b>Total - OPGA</b>		<b>120,000</b>
Fund 61 - OPWA			
OPWA Administration	Heavy Duty Commercial Vacuum Cleaner	1,000	
OPWA Administration	Recommended Additional Ram and Solid State Hard Drive	300	
<b>OPWA Administration Total</b>			<b>1,300</b>
Refuse Collections	Refuse Containers Used as Replacements and New Accounts	42,450	
Refuse Collections	New Fully Automated CNG Refuse Truck	350,000	
Refuse Collections	Heaters for Building	10,000	
<b>Refuse Collections Total</b>			<b>402,450</b>
Recycle Center	Insulate Pole Barn & Install Man Door	3,500	
Recycle Center	Replace Platforms for Recycle Bins (4 @ 1800)	7,200	
Recycle Center	1000 Gallon Spill Containment Unit	2,300	
Recycle Center	200 Gallon Spill Containment Unit	900	
Recycle Center	200 Gallon Spill Containment Unit	900	
Recycle Center	Debrillator	3,500	
Recycle Center	Recycle Trailer	15,000	
<b>Recycle Center Total</b>			<b>33,300</b>
Wastewater Treatment Plant	HVAC Replacement for Lab	3,800	
Wastewater Treatment Plant	HVAC Replacement for Ditch Blower Building	3,500	
Wastewater Treatment Plant	TSS Oven Used for EPA Mandatory Testing	2,100	
Wastewater Treatment Plant	D.O. Meter for Oxy Ditch	4,000	
Wastewater Treatment Plant	Overhaul of #3 Ditch Blower	32,000	
<b>Wastewater Treatment Plant Total</b>			<b>45,400</b>
Wastewater Collection	Portable Gantry Crane	4,000	
Wastewater Collection	Trolley and Hoist	4,500	
<b>Wastewater Collection Total</b>			<b>8,500</b>
	<b>Total - OPWA</b>		<b>490,950</b>
Fund 70 - City Garage			
City Garage	Add Repl Air/Manual Long Chassis SVC Jack	3,200	
City Garage	New Laptop Computer New Veh Maint Supt	1,900	
<b>City Garage Totals</b>			<b>5,100</b>
	<b>Total - City Garage</b>		<b>5,100</b>
<b>Total Report</b>			<b>\$ 10,519,493 \$ 10,519,493</b>

## City of Owasso FY 2015-2016

### Monthly 3% Sales Tax Comparisons



### Year-to-Date 3% Sales Tax Totals



City of Owasso  
 Monthly 3% Sales Tax Revenues  
 Last Five Fiscal Years

	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011
Jul	\$ 2,073,553	\$ 1,865,194	\$ 1,704,985	\$ 1,630,957	\$ 1,521,672	\$ 1,485,553
Aug	\$ 1,973,796	\$ 1,820,788	\$ 1,678,483	\$ 1,521,846	\$ 1,485,586	\$ 1,409,806
Sep	\$ 1,978,203	\$ 1,832,861	\$ 1,617,952	\$ 1,518,488	\$ 1,485,892	\$ 1,433,236
Oct	\$ 2,011,595	\$ 1,896,451	\$ 1,677,145	\$ 1,560,824	\$ 1,517,701	\$ 1,467,321
Nov	\$ 1,851,194	\$ 1,808,171	\$ 1,612,339	\$ 1,447,596	\$ 1,420,987	\$ 1,362,551
Dec	\$ 2,166,025	\$ 1,862,936	\$ 1,748,989	\$ 1,605,740	\$ 1,488,693	\$ 1,423,011
Jan	\$ 2,228,743	\$ 2,125,525	\$ 2,073,564	\$ 1,792,034	\$ 1,655,569	\$ 1,640,741
Feb	\$ 2,246,904	\$ 2,004,466	\$ 1,990,104	\$ 1,817,864	\$ 1,748,280	\$ 1,675,132
Mar	\$ 1,762,488	\$ 1,780,454	\$ 1,544,058	\$ 1,500,014	\$ 1,405,821	\$ 1,327,303
Apr	\$ 2,044,284	\$ 1,781,713	\$ 1,696,815	\$ 1,499,708	\$ 1,454,787	\$ 1,310,850
May	\$ 2,040,919	\$ 1,950,586	\$ 1,813,883	\$ 1,629,482	\$ 1,610,103	\$ 1,506,256
Jun	\$ -	\$ 1,998,314	\$ 1,864,533	\$ 1,643,878	\$ 1,547,919	\$ 1,487,182
	<u>\$ 22,377,705</u>	<u>\$ 22,727,460</u>	<u>\$ 21,022,850</u>	<u>\$ 19,168,431</u>	<u>\$ 18,343,008</u>	<u>\$ 17,528,943</u>

Estimated collection on 3% sales tax. Actual breakdown for half-penny collections for current month not yet available.

City of Owasso  
 3% Sales Tax Report  
 Budget to Actual Comparison  
 May 6, 2016

	2015-2016 Actual Collections		2015-2016 Budget Projections		Over (Under) Projection	
	Amount	Percent	Amount	Percent	Amount	Percent
Jul	\$ 2,073,553	8.8%	\$ 1,975,926	8.4%	\$ 97,627	4.9%
Aug	1,973,796	8.4%	1,908,383	8.1%	65,413	3.4%
Sep	1,978,203	8.4%	1,890,263	8.0%	87,940	4.7%
Oct	2,011,595	8.6%	1,951,445	8.3%	60,150	3.1%
Nov	1,851,194	7.9%	1,853,197	7.9%	(2,003)	-0.1%
Dec	2,166,025	9.2%	1,944,197	8.3%	221,828	11.4%
Jan	2,228,743	9.5%	2,193,291	9.3%	35,452	1.6%
Feb	2,246,904	9.6%	2,187,060	9.3%	59,844	2.7%
Mar	1,762,488	7.5%	1,772,101	7.5%	(9,612)	-0.5%
Apr	2,044,284	8.7%	1,817,678	7.7%	226,606	12.5%
May	2,040,919	8.7%	1,999,008	8.5%	41,911	2.1%
Jun						
Totals	<u>\$ 22,377,705</u>	95.2%	<u>\$ 21,492,549</u>	91.5%	<u>\$ 885,155</u>	4.1%

Estimated collection on 3% sales tax. Actual breakdown for half-penny collections for current month not yet available.

City of Owasso  
 3% Sales Tax Report  
 Two Year Comparison  
 May 6, 2016

	Fiscal 2015-2016		Fiscal 2014-2015		Increase or (Decrease)	
	Amount	Percent of Budget	Amount	Percent of Actual	Amount	Percent
Jul	\$ 2,073,553	8.8%	\$ 1,865,194	8.2%	\$ 208,359	11.2%
Aug	1,973,796	8.4%	1,820,788	8.0%	153,008	8.4%
Sep	1,978,203	8.4%	1,832,861	8.1%	145,342	7.9%
Oct	2,011,595	8.6%	1,896,451	8.3%	115,145	6.1%
Nov	1,851,194	7.9%	1,808,171	8.0%	43,024	2.4%
Dec	2,166,025	9.2%	1,862,936	8.2%	303,089	16.3%
Jan	2,228,743	9.5%	2,125,525	9.4%	103,218	4.9%
Feb	2,246,904	9.6%	2,004,466	8.8%	242,438	12.1%
Mar	1,762,488	7.5%	1,780,454	7.8%	(17,966)	-1.0%
Apr	2,044,284	8.7%	1,781,713	7.8%	262,570	14.7%
May	2,040,919	8.7%	1,950,586	8.6%	90,333	4.6%
Jun						
Totals	<u>\$ 22,377,705</u>	95.2%	<u>\$ 20,729,146</u>	91.2%	<u>\$ 1,648,559</u>	8.0%

Note: Fiscal Year 2016 Sales Tax Budget is \$23.5 million; FY'15 actual was \$22.7 million.

City of Owasso  
 Half-Penny Sales Tax Report  
 Budget to Actual Comparison  
 May 6, 2016

	2015-2016 Actual Collections		2015-2016 Budget Projections		Over (Under) Projection	
	Amount	Percent	Amount	Percent	Amount	Percent
Jul	\$ 338,066	8.6%	\$ 329,321	8.4%	\$ 8,745	2.7%
Aug	328,009	8.4%	318,064	8.1%	9,945	3.1%
Sep	329,752	8.4%	315,044	8.0%	14,708	4.7%
Oct	335,243	8.6%	325,241	8.3%	10,002	3.1%
Nov	308,793	7.9%	308,866	7.9%	(73)	0.0%
Dec	359,726	9.2%	324,033	8.3%	35,693	11.0%
Jan	369,618	9.4%	365,549	9.3%	4,070	1.1%
Feb	373,104	9.5%	364,510	9.3%	8,594	2.4%
Mar	291,493	7.4%	295,350	7.5%	(3,857)	-1.3%
Apr	338,834	8.7%	302,946	7.7%	35,888	11.8%
May	340,153	8.7%	333,168	8.5%	6,985	2.1%
Jun						
Totals	<u>\$ 3,712,791</u>	94.8%	<u>\$ 3,582,092</u>	91.5%	<u>\$ 130,700</u>	3.6%

Estimated collection on Half-Penny sales tax. Actual breakdown for half-penny collections for current month not yet available.

City of Owasso  
 Monthly Use Tax Revenues  
 Last Five Fiscal Years

	<u>2015-2016</u>	<u>2014-2015</u>	<u>2013-2014</u>	<u>2012-2013</u>	<u>2011-2012</u>	<u>2010-2011</u>
Jul	\$ 72,360	\$ 50,298	\$ 78,705	\$ 33,565	\$ 41,491	\$ 42,547
Aug	96,428	56,646	105,903	33,983	52,650	34,593
Sep	122,962	61,204	69,079	47,609	53,051	42,905
Oct	106,846	86,146	103,683	59,327	48,435	48,534
Nov	91,876	89,434	64,434	50,722	43,504	42,276
Dec	113,941	89,482	86,424	48,320	52,052	40,466
Jan	86,358	65,206	57,183	60,594	47,738	52,886
Feb	102,681	110,645	75,454	78,302	55,671	54,868
Mar	61,748	87,044	50,121	57,199	44,140	39,201
Apr	78,834	56,776	55,507	30,577	29,497	45,287
May	92,867	75,895	63,674	51,094	55,835	44,616
Jun*		98,093	42,884	75,139	41,989	33,512
	<u>\$ 1,026,901</u>	<u>\$ 926,869</u>	<u>\$ 853,050</u>	<u>\$ 626,431</u>	<u>\$ 566,050</u>	<u>\$ 521,690</u>

\*Increase in sales tax rate from 3% to 3.5% June 2015